

**COMMERCIAL SIGN LICENSE APPLICATION**  
To Operate a Commercial Sign Enterprise in Texas

**For Department Use Only**

License No: \_\_\_\_\_

Date Issued: \_\_\_\_\_

**Part 1 – Instructions**

**Complete this form in its entirety.** If the license application is incomplete or has incorrect information, it will be rejected, and the application fee paid will not be refunded. In no case will the original application be returned to the applicant.

**Part 2 – Non-Profit Organizations**

**If you are not a non-profit organization as defined by Title 2 Texas Business Code, Chapter 22, skip this part.**

This application is for a non-profit commercial sign license.

**There is no fee or bond requirement to apply for a non-profit commercial sign license.**

**Part 3 – Identification of the Applicant**

**Name to Appear on License:** *(Either individual name(s) OR exact corporate name):*

**Mailing Address:**

**Email Address** *(If you do not have an email, write "NO EMAIL"):*

**Telephone:**

**Are you a veteran, active service member, or the spouse of an active military service member?**

Yes *(You must provide either a copy of a recent military ID, DD Form 214, or Discharge documents)*

No

**Part 4 – Scope of Operation**

**Commercial Sign(s) will be erected or maintained in:**

More than three counties *(\$10,000 Bond).*

In the county or counties listed at right:

**County 1** *(\$2,500 Bond):*

**County 2** *(\$5,000 Bond):*

**County 3** *(\$7,500 Bond):*

**Part 5 – Bond Information**

You must obtain and attach a *Commercial Sign Operators Bond* (Form ROW-OA-2) providing for bond coverage in the amount of \$2,500 for each county shown above, or \$10,000 for more than three counties.

**Part 6 – Authorization to do Business**

Corporations, Banks, and Limited Partnerships must be authorized to do business in Texas through the office of the Texas Secretary of State (or other applicable agency) and provide their assigned file number.

**File Number (if applicable):**

**Part 7 – Required Attachments**

**Please include only the below-listed attachments with your application:**

- ◆ **If you are applying as a veteran or active service member,** a recent military ID, DD 214, etc.
- ◆ The fully executed Commercial Sign Operators Bond (Form ROW-OA-2) with all attachments.

**Part 8 – Applicant Certification**

By signing this application, you certify that you have an obligation to read, understand, and follow all applicable statutes and rules concerning the erection & maintenance of commercial signs along regulated roadways:

- ◆ Texas Transportation Code, Chapter 391  
(Highway Beautification on Interstate and Primary Systems and Certain Roads)
- ◆ Texas Transportation Code, Chapter 394 (Regulation of Signs on Rural Roads)
- ◆ Title 43 Texas Administrative Code, Chapter 21, Subchapter I  
(Regulation of Signs Along Interstate and Primary Highways)
- ◆ Title 43 Texas Administrative Code, Chapter 21, Subchapter K (Control of Signs Along Rural Roads)

These statutes and regulations are available online at no cost at the location described in Part 1.  
If you need assistance obtaining a copy of the above, contact this office by the means provided in Part 10.

Failure to abide by these laws and regulations may result in the revocation of your license or permits, the imposition of administrative or civil penalties, and/or the removal of your sign(s) by the state at your expense.

**Part 9 – Acknowledgment by Applicant**

By signing below, you certify that the information submitted on this application is true and correct.

\_\_\_\_\_  
Printed Name of Signatory

\_\_\_\_\_  
Signature of Applicant or Authorized Representative (*Must be original signature*)

\_\_\_\_\_  
Authorized Representative's Title  
if the Applicant is a Corporation

\_\_\_\_\_  
Name of Corporation if the Applicant is a Corporation

State of Texas, County of \_\_\_\_\_

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the above signatory, who personally appeared by physically appearing before me, or appearing by an interactive two-way audio and video communication that meets the requirements of Texas Government Code Chapter 406, Subchapter C.

\_\_\_\_\_  
Notary Public's Signature (*Must be original signature*)

**Part 10 – Submitting the Application**

1. Attach a \$125.00 **nonrefundable** fee in the form of a check, cashier's check, or money order made payable to the Texas Highway Beautification Fund. **This does not apply to non-profit applicants.**
2. The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under §552.021 and §552.023 of the Government Code, you are entitled to receive and review this information. Under §559.004 of the Government Code, you are also entitled to have us correct information about you that is incorrect.
3. Send completed application, with **original signatures, payment, and all required attachments** to:

TxDOT Payment Processing – ROW Division  
PO Box 13043  
Austin, TX 78711-3043