



# PERMIT TRANSFER APPLICATION

For Sign Permits on Interstate/Primary and Rural Roads

For Department Use Only

Record No: \_\_\_\_\_

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

### Part 1 – Instructions

***This form is subject to changes. To ensure you are using the latest version apply online at [aca3.accela.com/txdot](http://aca3.accela.com/txdot)***

Complete this form in its entirety. If the transfer application is incomplete or has incorrect information, the department will reject it without refund. In no case will the original application be returned to the applicant. A re-submittal of an application will require new notary seals and signatures.

**You cannot transfer a permit that meets any of the following conditions:**

- The license of the current or proposed owner is not active.
- The permit is not active.
- The permit is pending cancellation or has an outstanding violation.

The department's approval of a transfer DOES NOT certify the sign complies with current regulations. If the department approves a transfer, it becomes the responsibility of the new permit holder to maintain the sign in accordance with all applicable rules in accordance with the original permit.

### Part 2 – Current Permit Holder (From)

Complete name as it appears on TxDOT Sign License:

Mailing Address:

City:

State:

ZIP:

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

Telephone (If you do not have a telephone, write "NO PHONE"):

TxDOT Sign License No:

### Part 3 – Proposed Permit Holder (To)

Complete name as it appears on TxDOT Sign License:

Mailing Address:

City:

State:

ZIP:

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

Telephone (If you do not have a telephone, write "NO PHONE"):

TxDOT Sign License No:

### Part 4 – Permits to be Transferred

Use the next page to list the permits you are transferring. You may attach additional pages as needed; if you attach more pages, you must list the same information per permit as required on page 2.

If you attach additional pages, please list the **total** number of pages (including this one):



**Part 5 – Acknowledgement by Applicant**

Under the penalties of perjury, I certify that I have the authority to transfer the foregoing sign permit(s) from the current permit holder.

By: \_\_\_\_\_  
Signature Title or Position

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal)

\_\_\_\_\_  
Signature of Notary Public

Under the penalties of perjury, I certify that I have the authority to act herein on behalf of the proposed permit holder and that the proposed permit holder will be bound by the terms and conditions set out in the original sign permit(s).

By: \_\_\_\_\_  
Signature Title or Position

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal)

\_\_\_\_\_  
Signature of Notary Public

**Part 6 – Submitting the Application**

1. Attach a \$25.00 **nonrefundable** fee in the form of a check, cashier's check, or money order made payable to the Texas Highway Beautification Fund **FOR EACH PERMIT TRANSFERRED**.
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** and **payment** to:

Texas Dept. of Transportation  
ROW Division - Commercial Signs  
P.O. Box 13043  
Austin, TX 78711-3043

**You can apply online at [aca3.accela.com/txdot](http://aca3.accela.com/txdot)  
or visit**

**[www.txdot.gov](http://www.txdot.gov) > Inside TxDOT > Divisions > Right of Way > Commercial Signs**