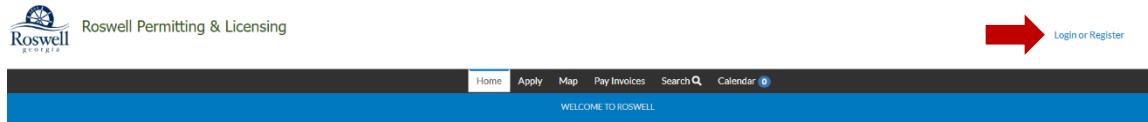


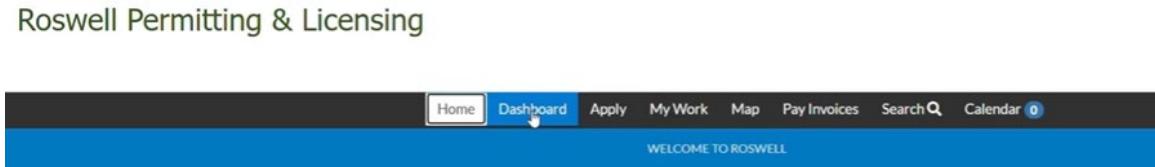
## Navigating the HUB Dashboard

The City of Roswell Permitting & Licensing HUB is your one-stop shop to submit, track, pay, schedule and receive permits, inspections, variance requests, and business licenses.

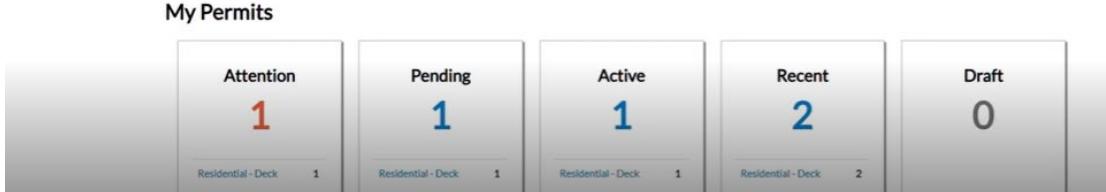
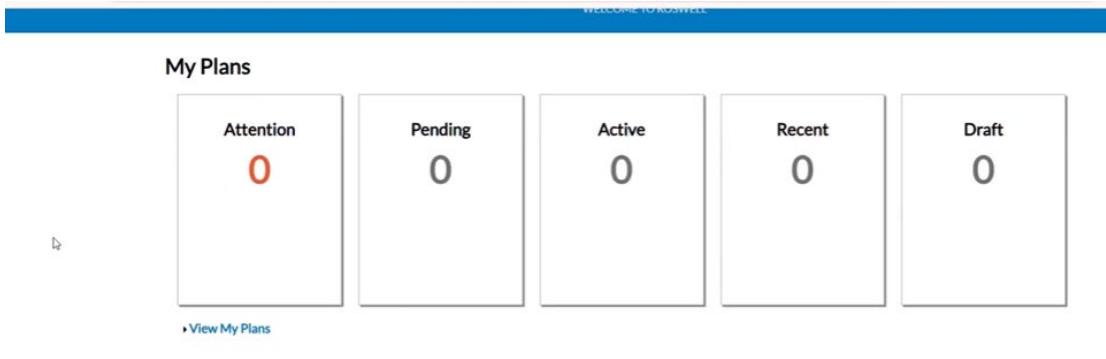
1. Go to the Permitting & Licensing HUB home page.
2. Click the Login link in the top right corner of the page to log in.



3. Click the Dashboard link in the top menu bar. If you don't see the Dashboard link, make sure you are logged.



4. Scroll down to view your Plans, Permits, Licenses, Inspection Requests, and Open Invoices.



5. Select the View My Permits link to manage your individual permits.

**My Permits**

Attention	Pending	Active	Recent	Draft
1	1	1	2	0
Residential - Deck 1	Residential - Deck 1	Residential - Deck 1	Residential - Deck 2	

[View My Permits](#)

6. Click the blue permit number for permit status and details.

**My Work**

MY INVOICES **MY PERMITS** MY REMAINING INSPECTIONS

Permit Number	Project	Address	Permit Type	Status	State
BLDD-0925-000044		38 Hill Street Unit: 100 Ros...	Residential - Deck	Submitted - Onli...	Recent, Pending
BLDD-0925-000042		38 Hill Street Unit: 100 Ros...	Residential - Deck	Fees Due	Active, Attention, Recent (On Hold)

7. View and pay fees and schedule inspections using the tabs in the middle of the screen.

Permit Number: BLDD-0925-000042

Permit Details | Tab Elements | Main Menu

Type: Residential - Deck	Status: Fees Due	Project Name:
Applied Date: 09/03/2025	Issue Date: 09/04/2025	
District:	Assigned To:	Expire Date: 03/03/2026
Square Feet: 100.00	Valuation: \$5,000.00	Finalized Date:
Description: test		

**Summary** Locations Fees Inspections Attachments Contacts Sub-Records More Info

**Progress**  
28% Completed  
● Completed  
● In Progress

**Workflow**

- ✓ Confirm application complete - Passed : 09/04/2025
- ✓ Assign to Review Coordinator - Passed : 09/04/2025
- ✓ Issue Permit - Passed : 09/04/2025

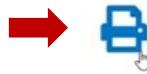
**Available Actions**

- Request Inspection Storm Sewer Request
- Request Inspection Pre Construction Meeting Request

8. When your permit is issued, a printer icon will appear in the upper right corner of the screen allowing you to download the permit.

Permit Number: BLDD-0925-000042

Permit Details | Tab Elements | Main Menu



Type:	Residential - Deck	Status:	Fees Due	Project Name:
Applied Date:	09/03/2025	Issue Date:	09/04/2025	
District:		Assigned To:		Expire Date: 03/03/2026
Square Feet:	100.00	Valuation:	\$5,000.00	Finalized Date:
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