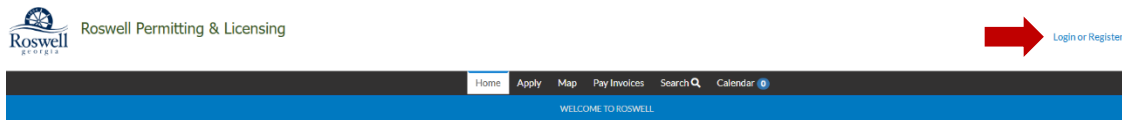


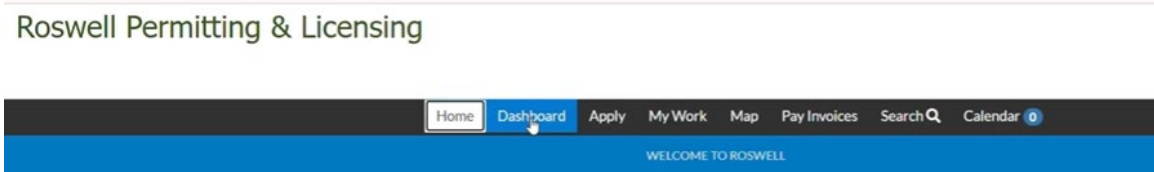
Navigating the HUB Dashboard

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.

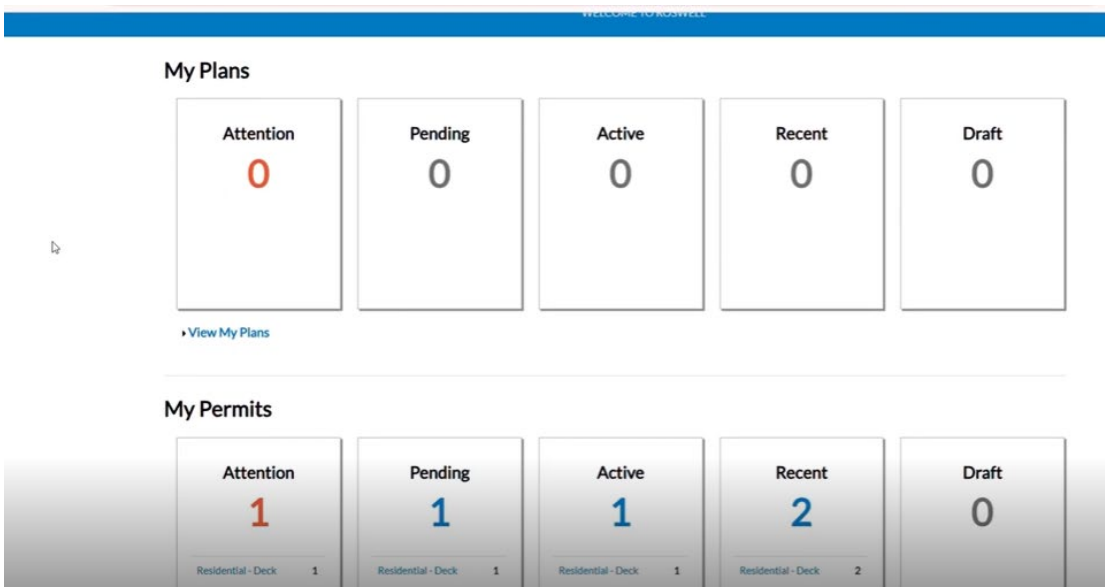
1. Go to the Permitting & Licensing HUB home page.
2. Click the Login link in the top right corner of the page to log in.



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



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
1
Residential - Deck 1

Pending
1
Residential - Deck 1

Active
1
Residential - Deck 1

Recent
2
Residential - Deck 2

Draft
0

 [View My Permits](#)

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


My Work

MY INVOICES **MY PERMITS** MY REMAINING INSPECTIONS


Search... [Export to Excel](#)

Display: All Records: Updated In: Last 1 Year

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
Applied Date: 09/03/2025
District:
Square Feet: 100.00
Description: test

Status: Fees Due
Issue Date: 09/04/2025
Assigned To:
Valuation: \$5,000.00

Project Name:
Expire Date: 03/03/2026
Finalized Date:

 **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:	
Description:	test				