

Paying an Invoice

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.

If you know the invoice number

1. No need to log in! Simply navigate to the Permitting & Licensing HUB home page and tap the Pay Invoices link at the top of the screen.



2. Enter the entire invoice number including INV-. Click Search

3. View the invoice details, then click the Pay Now button.

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Building Application Fee	\$25.00	\$25.00	BLDD-0625-000024	Permit	
Building Permit Fee Roswell	\$135.00	\$135.00	BLDD-0625-000024	Permit	
Building Residential Plan Review Fee	\$125.00	\$125.00	BLDD-0625-000024	Permit	

4. Enter your payment information including an email that can receive the receipt.
Click Continue.

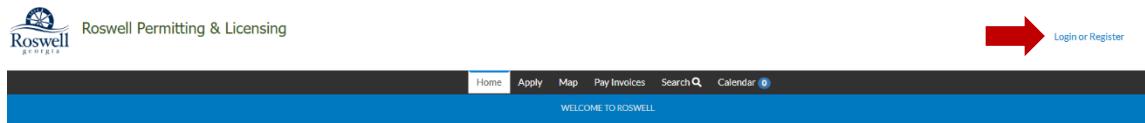
Enter your payment information		Summary
How are you going to pay?		
<input checked="" type="radio"/> Enter new credit card		
Card number		
MM		
YYYY		
Cardholder name		
Address		
Billing ZIP code		
Security code		

5. Click Submit Payment to complete the transaction.

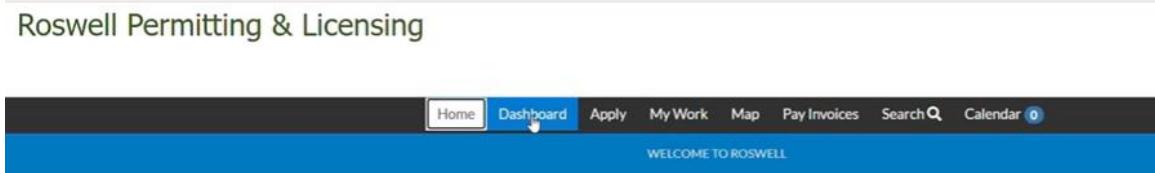
Complete your payment		
Review your payment method		Allow up to 48 hours to see this transaction on your credit card statement.
Mastercard ending in Expiration date 3/28		
Summary of charges		
INV-00000068		\$285.00
	Subtotal	\$285.00
	<input type="radio"/> Processing fee	\$10.40
	Total	\$295.40
By clicking Submit payment , you agree to the following privacy policy and terms of use .		
Back	Submit payment	

If you do not know the invoice number

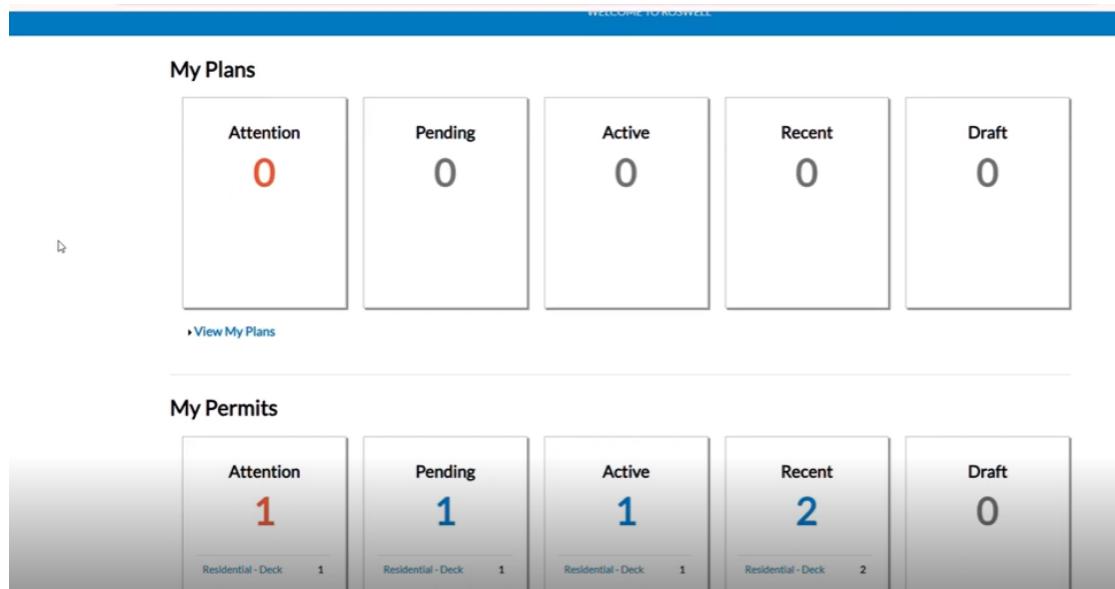
1. Go to the Permitting & Licensing HUB home page.
2. Click the Login in the top right corner of the page to log in.



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.



My Plans

Attention 0	Pending 0	Active 0	Recent 0	Draft 0
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[View My Plans](#)

My Permits

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

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
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View My Permits 

6. Click the blue Unpaid fees link on the right side of the screen.

Permit Number	Project	Address	Permit Type	Status	State
BLDD-0625-000024		38 Hill Street Unit: G30 Ros...	Residential - Deck	Submitted - On Hold	Attention, Recent, Pending (Unpaid Fees)

7. Review the invoice information, click Add to Cart

Fee Summary

Total Fees: \$285.00	Paid Fees: \$0.00	Unpaid Fees: \$285.00	Add to Cart 
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Remaining Fees

Fee	Invoice	Computed	Amount Due
Building Application Fee	INV-00000068	\$25.00	\$25.00
Building Permit Fee Roswell	INV-00000068	\$135.00	\$135.00
Building Residential Plan Review Fee	INV-00000068	\$125.00	\$125.00

8. Once you have added all of your invoices to your cart, click Go to Cart.

Add cart result

1 item(s) added to cart

Cont  **Go To Cart**

9. Click Check out.

Review your cart items

Permit: BLDD-0625-000024 | Invoice: INV-00000068 \$285.00

[View details](#) [Remove](#)

Cart summary

Subtotal \$285.00
Additional fees may be applied at checkout

[Check out](#)

[Find more items to pay](#)

[Return to City of Roswell](#)

10. Enter your payment information including an email that can receive the receipt. Click Continue.

Enter your payment information

How are you going to pay?

Enter new credit card

Card number

MM

YYYY

Cardholder name

Address

Billing ZIP code

Security code

Summary

Subtotal \$285.00
Processing fee \$10.40
Total \$295.40

11. Click Submit Payment to complete the transaction.

Complete your payment

Review your payment method

Mastercard ending in
Expiration date **3/28**

Summary of charges

INV-00000068	\$285.00
Subtotal	\$285.00
Processing fee	\$10.40
Total	\$295.40

By clicking **Submit payment**, you agree to the following [privacy policy](#) and [terms of use](#).

[Back](#) [Submit payment](#)