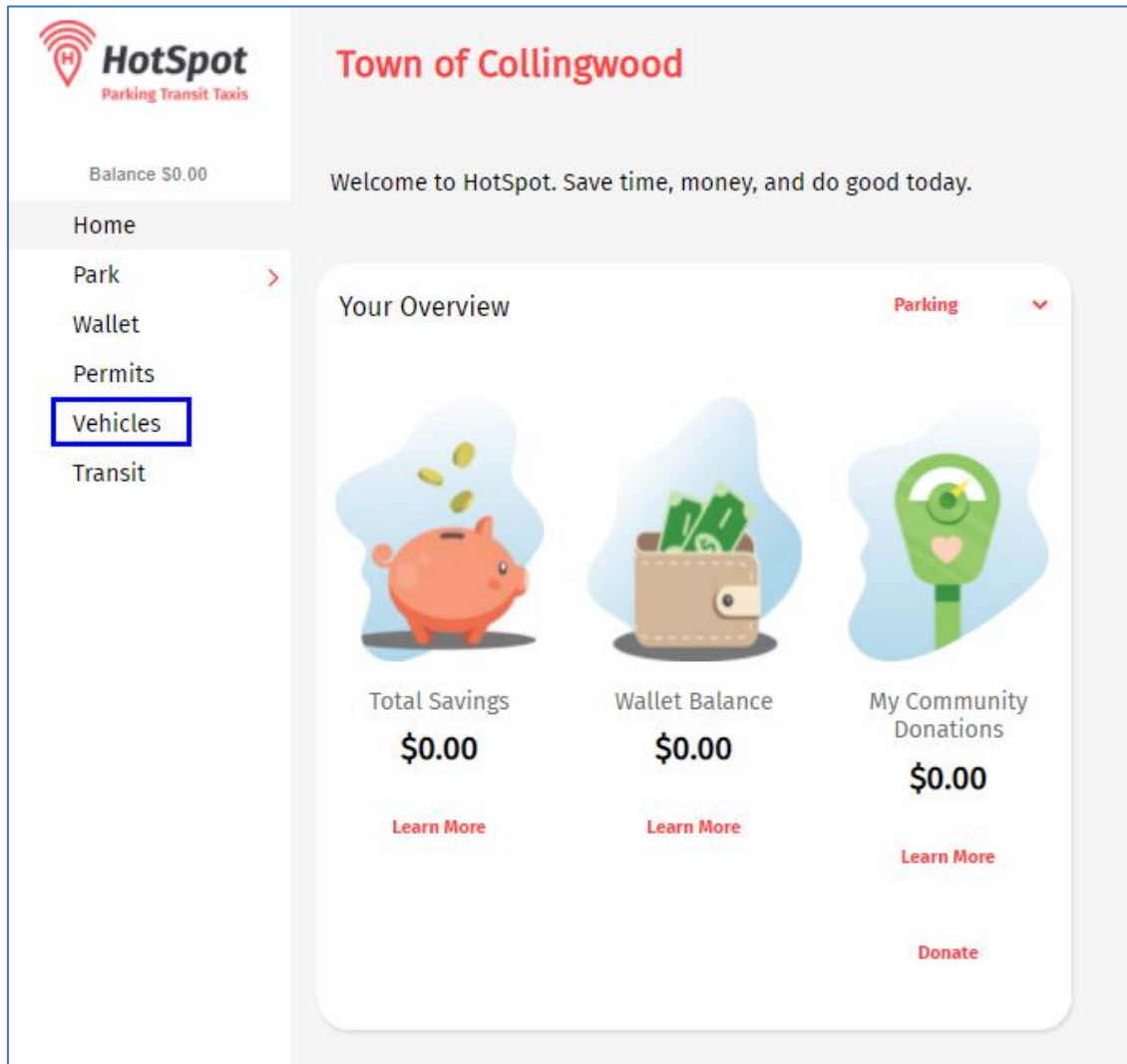


Steps to Register for a Waterfront Permit using the HotSpot Website



- Login or create an account with HotSpot <https://hotspotparking.com/users/login>
- Add vehicles to your account by clicking **Vehicles** from the left-hand menu.

Balance \$0.00

Home

Park >

Wallet

Permits

Vehicles

Transit

Add a new vehicle

Year

Make

Model

Plate Number

Nickname

Location

Save**Your Vehicles**[Copy](#) [Print](#) [Export PDF](#) [Export CSV](#)Filter records:

Year	Make	Model	Plate	Province	Nickname			
2022	Honda	Civic	ABCD123	Ontario	mom's car	Default	Edit	Delete
2010	Kia	Forte	AAAA111	Ontario	Sally's Car	Set as Default	Edit	Delete

Contact Us

[First](#) [Previous](#) [Next](#) [Last](#)

- Add a new vehicle by completing the required information or review and edit your vehicles listed.
- Ensure your licence plate information is correct as this is the information parking officers use to validate your permit.

1



Balance 12c

Welcome to HotSpot. Save time, money,

Home

Park

Parking Tickets

Wallet

Permits

Vehicles

Transit

My Permits

Purchase a Permit

Special Permits (Residential, Non-Residential)



Total Savings

\$2.01

[Learn More](#)

- Click the **Permits** menu on the left and select **Special Permits (Residential, Non-Residential)**
- Select **Collingwood** for your permit municipality and complete the rest of the application with your address and vehicle information.
- Ensure to attach a proof of residency file that is saved on your device that clearly shows your name and address and click **Continue**.
- Click **Submit Application** in the pop up or “x” out if you need to make corrections.
- You will see a confirmation message at the top of the screen if your application has been submitted successfully and an email confirmation as well. If you don’t see the email, please check your spam/junk folders.
- Once approved by staff, your permits are automatically activated.

2

You are applying for a Residential Permit.

Make sure you have submitted the correct photos and selected the correct municipality for the residential permit.

[Submit Application](#)

3



Balance \$0.00

Home

My Permits

Language ▾

Account ▾



Your Residential Permit application has been submitted.

HotSpot
Parking Transit Taxes

Balance 12c

Welcome to HotSpot. Save time, money, and do good today.

Home
Park
Parking Tickets
Wallet
Permits
Vehicles
Transit

My Permits
Purchase a Permit
Special Permits (Residential, Non-Residential)

Total Savings
\$2.01
[Learn More](#)

Wallet Balance
\$0.12
[Learn More](#)

- At any time, you can see your active permits on the **Permits** screen
- Click on the red vehicle licence plate link to swap the active vehicle on the permit as required.

Note: if you don't see a licence plate in your list to switch, it means you haven't applied for it to be included in the permit. Please submit an application with the additional plates for approval.