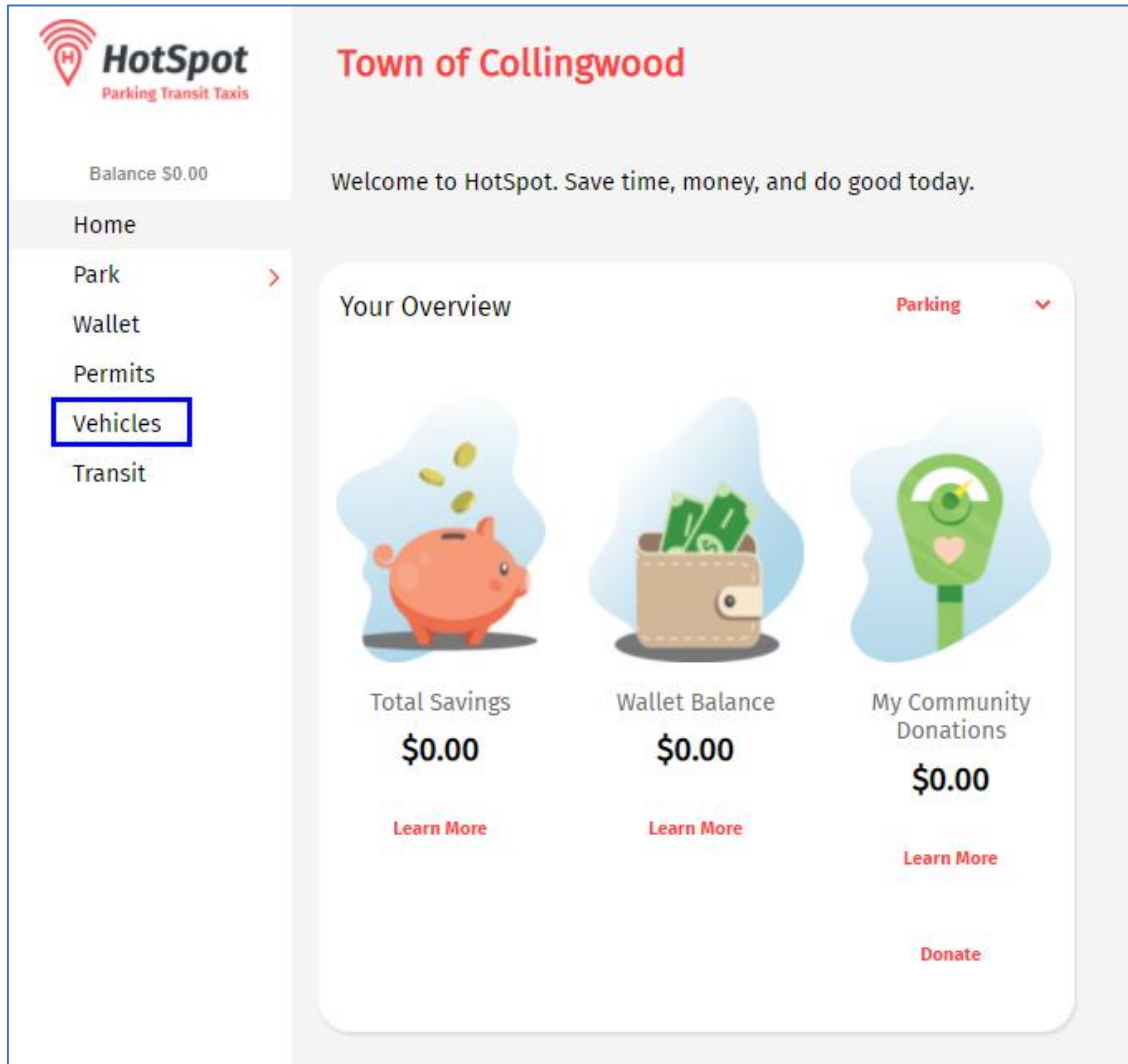


Steps to Register for a Waterfront Permit using the HotSpot Website



- 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.
- If you will be required to pay for a permit (Non-Residents) please ensure to add a credit card to your **Wallet**

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.



Balance \$0.00

- Home
- Park
- Wallet
- Permits**
- Vehicles
- Transit

Lot/Zone: Please Select a Municipality To Begin

Permit: Please Select a Municipality To Begin

Vehicle: ABCD123

By checking the box, you agree for the permit provider to access and view your personal information associated with the permit.

Continue

Apply for Special Permit (Residential, Non-residential, etc)

You must have a vehicle on your account before you apply for a residential permit. Select the municipality that you are applying for the permit in.

Municipality: Collingwood

[+ Help](#)

Proof of Residency: No file chosen

Address:

Municipality:

Postal Code:

Vehicle: ABCD123

Secondary Vehicle: N/A

By checking the box, you agree for the city to access and view your personal information in the application.

Continue

Contact Us

1


- Click the **Permits** menu on the left and scroll down to the **Apply for Special Permit** section.
- 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.

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

2



Balance \$0.00

Home

My Permits

Language Account

Your Residential Permit application has been submitted.

3

Balance \$0.00

- Home
- Park >
- Wallet
- Permits
- Vehicles
- Transit

My Permits

Acquire Permit for March

Municipality

Lot/Zone

Permit

Vehicle

By checking the box, you agree for the permit provider to access and view your personal information associated with the permit.

[Continue](#)

You are purchasing a Seasonal Clearview Residential Permit in The Waterfront in Collingwood.

\$100.00 will be charged to your credit card ending in 4242.

This permit will be tied to licence plate **YYZZ333**.
This permit will be valid from today until 11:59 PM of **2022-10-31**.

www.collingwood.ca/waterfront

[Purchase \\$100.00](#)

Collingwood Residents:

- Once your application is approved, you will receive an email confirmation and your permit(s) will be activated immediately. No further steps are required.

Neighbouring Residents applying for a Non-Resident Permit:

- Once your application is approved, you will receive an email advising you to log back into HotSpot to complete your purchase.
- From the **Permits** screen on the right-hand side, go to Acquire a Permit for the current month.
- Select **Collingwood, The Waterfront** and the permit type you are eligible for will appear in the list.
- Select the correct licence plate, check off the personal information box and **Continue**.
- You will see a confirmation pop up. Review the details and click **Purchase \$100.00** to activate your permit

HotSpot
Parking Transit Taxes

Balance \$0.00

Home
Park >
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Permits
Vehicles
Transit

My Permits

Language ▾ Account ▾

Acquire Permit for March

Municipality ▾

Lot/Zone ▾

Permit ▾

Vehicle ▾

By checking the box, you agree for the permit provider to access and view your personal information associated with the permit.

Active Permits

Active Seasonal Residential Permit permit in lot/zone The Waterfront in Collingwood with vehicle ABCD123 expires midnight 2022-10-31

Change vehicle on Permit to **ABCD123 - mom's car** ▾

mom's car

◀ ▶

- At any time, you can see you active permits on the **Permits** screen on the right-hand side.
- The left and right arrows can be used to scroll through to see any additional permits.
- 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.