



How to Apply for Residential or Non-Residential Waterfront Parking Permits in Pickering Through HotSpot

Before you Start: You will need to have your vehicle information, including your make, model, year and licence plate.

For a free resident waterfront parking permit, you will also need to provide a copy of your vehicle ownership information. You will only be able to register one vehicle for your first sign up.

Steps for applying for your Resident Free Waterfront permit via Website:

1. Signup for an account here: <https://hotspotparking.com/users/userSignup>
2. From the menu on the left side, Click vehicle and add your vehicle information
3. Select Permits from the menu on the side
4. Select Special Permits and enter Pickering
5. Upload a photo of MTO Vehicle Ownership Information
6. You will receive a confirmation email that your registration will be processed
7. Your registration will be reviewed, and if approved, your permit will be automatically assigned. You will receive an email confirming.
8. If your permit is not approved, you will receive an email advising of the refusal.

You will have to receive email confirmation for your permit to proceed with adding additional vehicles. Once confirmed repeat steps 2-5 to apply for permits for additional vehicles.

Steps for applying for Non-Resident Seasonal or Monthly Waterfront Permits

1. Signup for an account here: <https://hotspotparking.com/users/userSignup>



2. Click on the wallet button on the left side to enter your payment information, and add credit card information.
3. From the menu on the left side, Click vehicle and add your vehicle information
4. Select Permits from the menu on the side, then Purchase Permits
5. Select permit type, waterfront seasonal or monthly non-resident permit
6. Review information, enter your name, click the check box and complete purchase.

Creating an account through the mobile app:

1. Go to Login to create a HotSpot account (either via website htsp.ca -> login or through the mobile application which can be downloaded from the Play Store or Apple Store). Click on New Parker and select:
 - a. Country – Canada
 - b. Province – Ontario
 - c. City – Pickering
2. Next you will reach the User preference screen where you can select Permits. Two permits exist:
 - a. Free Residential Permit Parking (Resident Waterfront Parking Permit)

OR

 - b. Paid Parking Permits for Non-Residents (purchase seasonal or monthly)

Option 1: Free Resident Waterfront Parking Permit	Option 2: Purchase Non-Resident Parking Permit
<ol style="list-style-type: none">3. Finish account setup (Email / Password)4. When prompted to add payment method click dismiss5. Click permits in bottom right6. Enter your vehicle information7. Apply for a permit8. Select “Residential Permit” for a free waterfront permit and upload your proof of vehicle registration.9. You will receive a confirmation email that your registration will be processed10. Your registration will be reviewed, and if approved, you will receive an email confirming.11. If your permit is not approved, you will receive an email advising.	<ol style="list-style-type: none">3. Finish account setup (Email / Password)4. Add a payment method (Credit card / Visa Debit)5. Enter your vehicle information6. Press “purchase a permit”7. Select waterfront and either the seasonal or monthly permit option and proceed with the transaction.

For more information or additional help applying for Residential Permits contact HotSpot Customer Support at 1-855-712-5888 or support@htsp.ca