



## How to Apply for a Non-Resident Parking Permit – Through HotSpot Website Application

### Available Only to Residents of the:

- Town of Midland;
- Town of Penetanguishene;
- Township of Tay; and
- Township of Springwater.

### Before Starting:

1. Please have ready:
  - A photo of your Proof of Residency for the above municipalities.  
(Driver's Licence, tax bill, utility bill or lease agreement)
  - A photo of your Ownership/Motor Vehicle Registration for the above municipalities.
  - Credit Card.

### Steps for applying via Website:

1. Create/Login to a HotSpot account via website [www.htsp.ca](http://www.htsp.ca)
2. Select **Permits** from the Menu
3. Select **Special Permits (Residential, Non-Residential)**
4. Beside the Municipality field select **Township of Tiny**
5. Attach the photo of **Proof of Residency** AND **Motor Vehicle Registration** and that match the address being entered below.
6. Check the box and Continue.
7. You will receive an automated email that you have submitted an application for this special permit

### Once Application has been approved:

You will receive an email saying you have been approved for a Residential Permit and that you can log in and purchase your residential permit. The next step is to purchase the residential permit through HotSpot.



## How to purchase a Non-Resident Permit via Website Application

1. Go to **Permits**
2. Select **Purchase a Permit**,
3. Beside the Municipality field, select **Township of Tiny**.
4. Beside the Location field, select **Residential Zone**.
5. Beside the Vehicle field, select the **vehicle Licence Plate** you are going to use that day.
6. Beside the issue date select **Today**.
7. Click on the **1 Day Non Residential Permit**.
8. In the box enter your **Full Name** and check the **box**.
9. Hit the **purchase button** to purchase the permit
10. Once complete the permit will be added to your HotSpot Account.
11. You will also receive and automated receipt for your purchase.
12. You are now able to park in any Pay Parking location or Permit Parking location (with Yellow Signs).  
[Parking Locations Map](#)

\*Only one vehicle can be done at a time, once your application is approved and you receive an email, you may go in and add another vehicle!

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

Modified: May 16, 2022