



TENANT DIRECTIVE

BWI: 007.1
DATE: July 27, 2009 (Revised)
DISTRIBUTION: D

TITLE: **BUILDING AND INSTALLATION PERMITS AT BALTIMORE/
WASHINGTON INTERNATIONAL THURGOOD MARSHALL
AIRPORT**

I. REFERENCES

- A. This Directive supersedes BWI Tenant Directive 007.1 dated November 19, 2001.
- B. Permits Information Guide (current edition) issued by Maryland Aviation Administration's (MAA) Office of Construction Management.

II. DIRECTIVE STATEMENT

- A. The design and construction work shall be in accordance with the current applicable MAA design standards, codes and regulations specified in the Permits Information Guide.
- B. For any construction or installation on property or buildings under the jurisdiction of MAA, a permit is required. Such construction or installation must be directly related to the specific activity of the tenant in whose area such installations are requested.
 - 1. **Building Permits:** All new construction or modifications to existing facilities, including site preparation, in and on State-owned property under the jurisdiction of the MAA may only be undertaken upon prior issuance of an MAA Building Permit. Procedures, appeals, waivers, contractor licensing, indemnification and insurance requirements related to Building Permits shall be as per Permits Information Guide.

2. **Installation Permits:** Issuance of an MAA Permit is required before placement or installation of company or advertising signs, antennas, displays, fixtures, or equipment within or around any facility owned or under the control of the MAA. Procedures, appeals, waivers, contractor licensing, indemnification and insurance requirements related to Installation Permits shall be as per Permits Information Guide.
 3. **Single Trade Permits:** Trade Permits are meant for minor projects involving a single trade such as electrical, mechanical or plumbing. Please review Permits Information Guide for additional information on Single Trade Permits.
- C. Application forms for Building Permit (MAA-179) and Installation Permit (MAA-181) are available on the MAA Internet or from the Division of Permits and must be submitted to the Permit Coordinator, Division of Permits, Office of Construction Management, P.O. Box 8766, BWI Airport, Maryland 21240.
- D. A Permit application shall be accompanied by a copy of Construction or Contractor's License, Insurance Certificate and other submittals, as required in the Permits Information Guide. Building Permit drawings shall be signed and sealed by a Maryland registered architect or professional engineer. A copy of related Master license is required with Single Trade Permit applications.
- E. Permit issuance does not relieve the Applicant from its responsibility for proper design and construction of the project.

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Director
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