



TENANT DIRECTIVE

BWI: 800.3
Date: January 18, 2018
Distribution: D

TITLE: SPECIAL USE PERMITS

I. References

- A. Code of Maryland Regulations 29.06.01, Fire Prevention Code
- B. Code of Maryland Regulations 11.03.01, Baltimore/Washington International Thurgood Marshall Airport

II. Directive Statement

- A. This Directive outlines the conditions in which a Special Use Permit may be issued.
- B. Permits are required under certain circumstances to ensure that safety is maintained pertaining to conditions, operations, activities, or storage and use of hazardous materials. The circumstances in which a Special Use Permit is issued is evaluated and approved on a case-by-case basis.

III. General Policy

- A. Under certain circumstances and with prior approval, a permit is required before conducting any of the following:
 - 1. Gathering of 50 people or more for an event
 - 2. Use of a tent or similar structure
 - 3. Use of portable cooking equipment
 - 4. Exhibit trade show
 - 5. Employee appreciation cookout
 - 6. Indoor or outdoor festival
- B. For other conditions, operations, and activities not indicated, contact BWI Fire Prevention Division at 410-859-7511 or fireprevention@bwiairport.com for further assistance.

IV. Procedures

- A. The following instructions shall be followed for the review and issuance of a Special Use Permit:
1. For conditions, operations, and activities conducted on the Airport ramp or airfield, you must first get approval from the Director, Office of Airport Operations at 410-859-7022 or at jstewart@bwiairport.com.
 2. For conditions, operations, and activities conducted within the Airport, you must first get approval from the Director, Corporate and Community Relations at 410-859-7078.
 3. Contact the BWI Fire Prevention Division 72-hours in advance prior to the anticipated conditions, operations, activities, or storage and use of hazardous materials at 410-859-7511 or at fireprevention@bwiairport.com.
 4. Applications for permits shall be made on form MAA-040 (attached) and shall include the applicant's answers in full to inquiries set forth on the form including:
 - Operation or activities for which the permit will be issued
 - Address or location for where the operation or activities will be conducted
 - Dates and times for the operation or activities
 - Name, address, and phone number of the applicant
 5. Special Use Permit final approval is contingent upon an inspection by personnel from the BWI Fire Prevention Division including compliance of the Code provisions identified on the permit prior to the commencement of the conditions, operations, activities, or storage and use of hazardous materials.
 6. The BWI Fire Prevention Division shall be permitted to revoke or suspend a permit or approval issued if the permit provisions are found not in compliance and or false statements or misrepresentations have been submitted in the application on which the permit approval was based.

**ELECTRONIC COPY
ORIGINAL ON FILE IN AIRPORT OPERATIONS**

John A. Stewart
Director
Office of Airport Operations

Attachment: MAA-040 Special Use Permit Application

**BWI AIRPORT FIRE AND RESCUE DEPARTMENT
FIRE PREVENTION DIVISION
SPECIAL USE PERMIT**

Fire Marshal 410-859-7815 Emergency 410-859-7222 or Dial 911

INSTRUCTIONS: This permit (Sections A through F) must be completed for all conditions, operations or temporary storage and the use of hazardous materials. The permit applicant is required to read and comply with the permit/code requirements identified on this form. **The completed form shall be posted in a conspicuous location.** Activities associated with this permit are subject to inspections. Failure to comply with the provisions of the permit will result in immediate revocation of the permit and stoppage of all associated activities.

**SECTION A
Address or Location Where Operations, Activities Are Being Conducted**

PHYSICAL ADDRESS:	
ROOM/DOOR NUMBER:	
EXTERIOR LOCATION:	

**SECTION B
Period of Validity**

START DATE: ___ / ___ / ___	END DATE: ___ / ___ / ___	DATE OF REQUEST: ___ / ___ / ___
START TIME: _____	END TIME: _____	

**SECTION C
Operations, Activities for Which This Permit Is Being Issued**

CHECK APPROPRIATE BOXES:

Gathering of 50 people or more Use of Tent/Membrane Structure Portable Cooking Festival Exhibit-Trade Show
 Employee Appreciation/Cook-Out Temporary Structure Storage Temporary/Hazardous Non-specific or OTHER Please list _____

**SECTION D
Applicant Information and Statement**

PRINTED NAME: _____ **COMPANY NAME:** _____
PHONE NUMBERS: CELL _____ OFFICE _____ OTHER _____

I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE CITED PERMIT/CODE PROVISION ON THIS PERMIT.

SIGNATURE: _____ **DATE:** ___ / ___ / ___

**SECTION E
Permit/Code Provisions (Type in box below)**

SECTION F

BWI Airport Fire and Rescue Department Authorization **PERMIT No.**

AUTHORIZING SIGNATURE: _____ **PRINTED NAME:** _____ **DATE:** ___ / ___ / ___