

2. TYPES OF PERMITS

MAA Tenant Improvement Section (TIS) processes three types of permit applications: *Building Permits*, *Installation Permits*, and *Single Trade Permits*.

Other MAA departments issue permits that do not involve tenant construction or installation. BWI Fire & Rescue Department issues a *Special Use Permit* for one or two day events. Office of Planning & Environmental Services issues an *Airport Zoning Permit (AZP)* for BWI projects as well as for other properties located within the Airport Zoning District. The Division of Airport Risk Management issues a *Confined Space Entry Permit* when work is to be performed in a “Confined Space.”

2.1 Building Permits

An MAA Building Permit is required for all new construction, renovation, alteration, or site improvement work on State-owned property under the jurisdiction of MAA. Any installation that affects the existing electrical, mechanical, plumbing, or structural systems also requires a Building Permit. As part of obtaining a Building Permit, approvals from the Federal Aviation Administration (FAA), other Federal and State regulatory agencies, and the Anne Arundel County Health Department may be required. (See Section 5 ADDITIONAL PERMITS AND AUTHORIZATIONS.)

2.2 Installation Permits

Issuance of a MAA Installation Permit is required before placement or installation of signs, carpeting, antennas, displays, fixtures, or equipment within facilities owned or under the control of the MAA. Installation Permit issuance does not relieve the Applicant from his/her responsibility for proper design as well as means and methods of installation. (See Section 5 ADDITIONAL PERMITS AND AUTHORIZATIONS.)

2.3 Single Trade Permits

Trade Permits are meant for minor projects involving a single trade such as electrical, mechanical, plumbing, or fire protection. Trade Permits must be pulled by a Maryland-licensed Master Electrician, HVACR Master, or a Master Plumber. Work shall meet the requirements of all applicable codes and regulations. For any work that requires more than one trade, the Applicant must apply for a regular Building Permit.

2.4 Building, Installation and Trade Permit Exclusions

Minor projects involving repair or replacement of worn-out, broken, or defective, components may be excluded from the requirement of a Building, Installation, or Trade Permit, except for the installation or replacement of carpeting which does require an Installation Permit. The following is a list of projects that do not require a Building, Installation, or Single Trade permit:

1. Interior and overhead door replacements or repairs, including hardware. (Note: Existing fire rated door assemblies are to be replaced with equivalently rated, U.L. listed assemblies and hardware).
2. Painting, papering, or tiling.
3. Replacement of ceiling system components.
4. Repair, maintenance, and replacement of existing electrical equipment, fixtures wiring, or minor components.
5. Repair, maintenance, and replacement of existing mechanical components.
6. Repair, maintenance, and replacement of existing interior pipes, interior drainpipes, interior waste or vent piping, interior valves, and water closets.
7. Maintenance of trees, shrubs, mulch, and landscaped beds.
8. Pothole repairs and crack sealing.
9. MAA Capital Projects.