



## TENANT DIRECTIVE

MTN: 007.1

Date: September 5, 2013

TITLE: Building and Installation Permits

### I. Reference:

This Directive supersedes MTN Tenant Directive 007.1 dated May 1, 2006.

The design and construction work shall be in accordance with the applicable MAA Design Standards, as well as the following codes and standards, and other applicable regulations. In the event of conflict between the above codes, the most stringent requirement shall be followed.

- a) The International Building Code (IBC) of the latest edition, exclusive of Chapter I.
- b) The International Plumbing Code of the latest edition.
- c) The National Fire Protection Association (NFPA) No. 415 Airport Terminal and NFPA No. 101 Life Safety Code of the latest edition.
- d) State of Maryland Fire Prevention Code, Title 12; Code of Maryland Regulations (COMAR); and, NFPA-1.
- e) The National Electrical Code (NEC) of the latest edition.
- f) Maryland State Department of Health regulations for eating and drinking establishments, as interpreted by the Office of Food Protection and Community Health Services of the State Health Department.
- g) Applicable regulations under Maryland Department of Natural Resources, COMAR .08, Parts 1 & 2; MDE, COMAR .26, Parts 1-4; and, Chesapeake Bay Critical Area Commission, COMAR .4.15.
- h) Applicable regulations under Maryland Department of Transportation, COMAR 11.03.02.01 for MTN.

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- i) The American Society of Heating, Refrigerating, and Air Conditioning Engineers, Inc. (ASHRAE) of the latest edition.
- j) COMAR .05.02.01, Model Performance Code, and .05.02.07, Maryland Building Performance Standards Regulations.
- k) Maryland Governor's Executive Order .01.01.1992.11.
- l) Maryland Accessibility Code COMAR .05.02.02.
- m) State Plumbing Code COMAR .09.20.01.
- n) FAA Standards and Advisory Circulars and MAA Directives including, but not limited to, High Structures, Environmental, Welding & Burning, and Security regulations. Information on applicable BWI Design Standards may be obtained from MAA Design Division, Office of Facilities Development, P.O. Box 8766, BWI Airport, Maryland 21240.
- o) The International Mechanical Code of the latest edition.
- p) The Illuminating Engineering Society (IES) Lighting Recommendations.

## II. Directive Statement:

This Directive outlines procedures for building construction or building modifications; installation of antennas, satellite or microwave dishes, signs, displays, fixtures, equipment, furniture, or other physical property upon, or in, any structure; or, connections to the electrical or other utility systems within any building, or on property, under the jurisdiction of the Maryland Aviation Administration (MAA).

Requests for Installation Permits must be submitted to the MAA for installation of temporary/permanent signs, antennas, dishes, displays, and fixtures. Replacement of carpeting in an existing office, or replacement of an existing interior door are additional examples of items that require a request for an Installation Permit. All other requests must be submitted as a Building Permit request.

In order to preclude damage to facilities and to ensure proper installation, prior written approval is required for either temporary or permanent placement or installation of all construction or installations on property or buildings under the jurisdiction of the MAA. All such installations must be directly related to the specific activity of the tenant in whose area such installations are requested.

- A. **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 (MAA-1). All new development to property under the jurisdiction of the MAA requires Maryland Department of the Environment (MDE), Maryland State Clearinghouse, and Federal Aviation Administration (FAA) environmental documentation and approval prior to the issuance of the MAA Building Permit. For any construction or modification that will increase the height, change the use, or alter the exterior finish of an existing structure, or create a new structure, the Tenant must obtain an Airport Zoning Permit (MAA-010) before an MAA Building Permit will be issued. Applicants may be required to file a Notice of Construction or Alteration (FAA Form 7460-1) requesting that the FAA perform an obstruction evaluation. The evaluation process typically takes approximately 60 days. If the proposed project necessitates a revision to the FAA-approved Airport Layout Plan (ALP), no construction may proceed until the FAA approval has been received. The approval process can take from 30 to 120 days, depending upon the nature of the project. The MAA will inspect all work during construction and, upon satisfactory completion of work, will issue a Certificate of Occupancy for the project.
- B. **Installation Permits:** Issuance of a Permit by the MAA is required before placement or installation of signs, antennas, displays, fixtures, or equipment within any facility owned by, or under the control of, the MAA.
- C. **Application Forms:** Applications for Building Permits (MAA-179) and Installation Permit Request forms (MAA-181) are available from, and must be submitted to: Director, Martin State Airport, Box # 1, 701 Wilson Point Road, Middle River, MD 21220. If approved, one copy of the applicable permit form(s) will be returned to the tenant Applicant. The Airport Zoning Permit (MAA-010), State of Maryland Environmental Assessment Form (State Clearinghouse), and FAA Form A, including Tenant Certification Page, are available and must be submitted to the MAA Airport Planning Division, within the Office of Facilities Planning. The Airport Planning Division can provide early guidance for obtaining the appropriate FAA, MDE, State of Maryland Environmental Assessment, MDE Coastal Zone Determination, and Critical Area Commission approvals.
- D. **Stop Work Orders:** The MAA will inspect and monitor all work to ensure compliance with this directive and all installation requirements. The MAA may issue a "STOP WORK ORDER" on all projects encompassed herein in the event that materials or methods of construction, workmanship, or other factors so warrant. The Stop Work Order shall remain in effect until the cause(s) of the Stop Work Order has been cured. Any installation that does not comply with the permit is subject to removal by the MAA at the Applicant's expense.

- E. Appeals: Appeal of MAA actions addressed by this directive shall be directed to the MAA Associate Administrator for the Office of Facilities Development, P.O. Box 8766, BWI Airport, Maryland 21240-0766 within five (5) business days of the MAA's action hereunder.

III. Procedures:

A. Installation Permits:

The MAA recognizes that tenants require the installation of signs, displays, fixtures, equipment, furniture, or other physical property in leased and other airport areas to support the tenants' operational requirements.

As a condition of the Installation Permit, the Applicant agrees to provide Indemnification and Insurance as required in Paragraph III-B.4 and Paragraph III-B.5, respectively.

1. Installation Permit Applications (MAA-181) must be submitted with twelve (12) sets of drawings and specifications to the Director, Martin State Airport for technical review and approval. The Applicant should expect, and make allowance for, a four (4) week review and processing of the Installation Permit by the MAA.
2. All signs displayed at MTN for periods exceeding four (4) days will be professionally made of lasting, permanent material, with vinyl dye-cut or silk screen block lettering of Helvetica typeface meeting Airport standards. Signs displayed less than four (4) days shall be neat, not handwritten and, if unacceptable to the MAA, must be removed. No banners exceeding four (4) feet in length shall be displayed for longer than two (2) weeks. Exceptions to the above are:
  - a) Project items for which the design, location, and placement have been specified as part of an overall program which has been approved by the Administration.
  - b) Furniture, equipment, or trappings not permanently affixed or installed in leased or employee spaces out of the normal view of the traveling public do not require prior approval.

3. The following additional information must be submitted with the Installation Permit application in order to ensure that the installation of antennas, satellite dishes, or other devices does not interfere with FAA Air Traffic Control and navigation equipment.
  - a) Location of device or structure to which the antenna will be connected, and cable requirements.
  - b) Dimensions of antenna and special requirements (i.e., shielding, direction, etc.).
  - c) Frequency and power output of transmitter, if applicable.
  
4. The following additional information must be provided for installation of a satellite dish:
  - a) Satellite to be used
  - b) Diameter of Satellite Dish
  - c) Location (Degrees W)
  - d) Site Latitude and Longitude (Degrees)
  - e) Dish/Antenna elevation
  - f) Dish/Antenna azimuth
  - g) Dish/Antenna polarization
  - h) Type ballast and mounting detail
  - i) Wind load resistance
  - j) Total weight and load distribution per square foot
  - k) Design and calculations stamped by a registered Maryland Professional Engineer
  
5. The following criteria must be met for installation of an antenna:
  - a) Antennas, cabling, guide wires, mounting devices, any special attachments, and labor are to be provided at tenant's expense.
  - b) Maximum antenna height is 15 feet.
  - c) All mounting components (i.e., bolts, brackets, etc.) are to be of stainless steel or rust-resistant materials.
  - d) Antennas must be properly grounded.
  - e) Wires should be concealed to the extent possible.

- f) Installations will not be permitted to penetrate roofing on structures under the jurisdiction of the MAA without the express written approval of the MAA, and every effort shall be made to place antennas in existing antenna farms to the extent possible. Any necessary mounting and penetrations shall be coordinated through MAA Airport Maintenance to preserve building warranties and preserve the integrity of said structures.
6. The design and construction work shall be in accordance with the applicable BWI Design Standards, as well as the codes, standards, and other applicable regulations required in Paragraph I – References. In the event of conflict between the applicable codes, the most stringent requirement shall be followed.
7. Prior to permit issuance, the contractor performing the work must provide the MAA a copy of their current Maryland Contractors License or a copy of the Maryland Foreign Corporation qualification documentation.
8. The Applicant shall comply with all requirements listed in Paragraphs B-6 through B-17.

**B. Building Permits:**

1. The Application for Building Permit (MAA-179) shall be submitted in fifteen (15) copies to the Director, Martin State Airport. The MAA reserves the right to a concept review prior to evaluation of a Building Permit, and may require additional information from the Applicant such as renderings or material samples.
2. The Application shall be accompanied by fifteen (15) sets of detailed plans and specifications, prepared and sealed by a Maryland-licensed engineer or architect. The plans and specifications must clearly show all demolition work and Fire Egress Analysis Design Standards (DST) 96-5. Utility connections such as gas, water, electricity, and sewer shall be identified, and construction methods and materials must be clearly specified. The finished exterior and interior colors shall be indicated (sample materials may be required). Certain non-critical work may not require a building permit. Other minor work may be exempt from the requirement to be accompanied by “Sealed Drawings”. The Applicant must contact the Chief of Tenant Improvements, Division of Construction, to obtain the current list of work that may be subject to the above exemptions. The Chief of Tenant Improvements shall make the final determination regarding any exemptions.
3. Projects that impact the environment require the following approvals prior to permit issuance:
  - a) FAA Form A Environmental Assessment, including Tenant Certification
  - b) State of Maryland Environmental Assessment Forms
  - c) MDE Coastal Zone Determination
  - d) Chesapeake Bay Critical Area Commission
  - e) Other State and Federal permits as appropriate (e.g., wetlands, storm water management, sediment and erosion control, air quality, etc.)

At the earliest possible point in the project, FAA Forms A & B and all applicable approvals shall be obtained and submitted in triplicate (3 copies) to the Director of Planning and Environmental, Office of Planning & Environmental, P.O. Box 8766, BWI Airport, Maryland 21240-0766. An accompanying transmittal shall provide the project description, site location (map), project schedule, whether the site is located on State property, and whether any State or Federal funding is contained in the project, and must be submitted with all completed environmental forms and documented approvals to the MAA Director of Planning & Environmental, Office of Planning & Environmental Services. Upon completion of review, the final submission will be forwarded to the FAA and Maryland State Clearinghouse for review and approval. This process may take 60-120 days to complete.

4. As a condition of the Building Permit, the Applicant agrees to the following indemnification statement:

"The Applicant shall pay, indemnify, and save harmless the Maryland Aviation Administration, the Maryland Department of Transportation, the State of Maryland, and their agents and employees, from all suits, actions, claims, demands, damages, losses, expenses, and/or costs of every kind and description, which the Maryland Aviation Administration, the Maryland Department of Transportation, the State of Maryland, and their agents and employees may be subjected to or put by reason of injury (including death) to persons or property resulting from the manner or method employed by the Applicant, or the Applicant's agents, employees, or contractors in the performance of the work, or any part thereof or from, by or on account of any act or omission of the Applicant, or the Applicant's agents, employees, or contractors."

5. As a condition of the Building Permit, the Applicant agrees to the following insurance statement: The Contractor shall, at its own cost, obtain and maintain such insurance as will protect it and the Maryland Aviation Administration and its employees on an occurrence basis from, and provide legal representation to address, any claims for damages and personal injury which may arise from the operations under this Permit, whether such operations be by the Contractor or any subcontractor or by anyone directly or indirectly employed by them.

The liability insurance shall, under no circumstances, be less than TWO HUNDRED THOUSAND DOLLARS (\$200,000.00) for injuries sustained by any one (1) person, and TWO MILLION DOLLARS (\$2,000,000.00) for injuries sustained by two (2) or more persons in any one (1) accident. The amount of property or damage insurance shall not be less than ONE MILLION DOLLARS (\$1,000,000.00) or a combined single bodily and property damage limit of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident.

The liability insurance shall include comprehensive automobile liability insurance with a combined single limit of ONE MILLION DOLLARS (\$1,000,000.00) (including garage liability, all automotive equipment owned, operated, leased, hired, and non-owned) for bodily injury and property damage for each accident. Wherever airfield access is required, the liability insurance shall under no circumstances be less than TWO HUNDRED THOUSAND DOLLARS (\$200,000.00) for injuries sustained by any one (1) person, and TWO MILLION DOLLARS (\$2,000,000.00) for injuries sustained by two (2) or more persons in any one (1) accident. The amount of property or damage insurance shall not be less than ONE MILLION DOLLARS (\$1,000,000.00), or a combined single bodily and property damage limit of not less than FIVE MILLION DOLLARS (\$5,000,000.00) per accident. The liability insurance shall include comprehensive automobile liability insurance with a combined single limit of FIVE MILLION DOLLARS (\$5,000,000.00) (including garage liability, all automotive equipment owned, operated, leased, hired, and non-owned) for bodily injury and property damage for each accident. Said levels of insurance are to cover claims arising solely in connection with this permit and shall not be subject to any degree of depletion as a result of claims arising in connection with other activities undertaken by the Contractor. Said insurance is to be issued with the Maryland Aviation Administration and its employees, as an additional insured, not as a named insured.

6. The Applicant should expect, and make allowances for, a four (4) week review and processing of the Building Permit by the MAA, assuming the required documents are initially submitted with the application. The MAA review time excludes time requirements of the FAA and other regulatory agencies. Permitted work must be started within 90 days of issuance of a Building Permit and completed within the specified time limit, unless otherwise approved by the MAA.
7. The contractor performing the work must provide the MAA a copy of their current Maryland Contractors License or a copy of the Maryland Foreign Corporation qualification documentation prior to permit issuance.
8. No construction work may begin prior to issuance of the Building Permit by the MAA. Any work occurring without a Building Permit may have to be removed and the affected area restored to its original condition, at the tenant's expense, if so directed by the MAA.
9. At the discretion of the MAA, a pre-construction meeting must be scheduled at least one week prior to commencing work.
10. The Applicant must notify the MAA Office of Facilities Development & Engineering, Construction Division, Tenant Improvements Section by telephone at 410-859-7637 at least 72 hours prior to the start of work.
11. The MAA Construction Permit (MAA-180) must be displayed on the construction site at all times. A copy of the Building Permit approval letter specifying any additional requirements and conditions of the permit shall be maintained on the construction site at all times, and will be presented upon request to inspectors or authorized personnel monitoring the project.



12. The Applicant shall notify the MAA Office of Facilities Development, Construction Division, to arrange for interim inspection of the plumbing, electrical, fire protection, and other systems as appropriate.
13. MAA representatives may inspect the construction site at any time without prior notice to the Applicant. The Applicant, at the Applicant's expense, shall promptly correct any work that does not comply with Building and Installation Permit requirements.
14. All construction sites on and adjacent to the Airport Operations Area must be kept continuously free of all foreign objects including dust, dirt, and debris. The contractor shall employ continuous sweeping procedures, if necessary, to ensure a clean and safe work area.
15. During the course of construction, the Applicant or Applicant's agent will ensure that all portions of the site adjacent to public areas are kept clean and safe for public convenience. Dust partitions shall be installed around all construction sites. All security areas shall remain secure at all times. All violations cited by the MAA representative shall be corrected in a timeframe acceptable to the MAA. Contractor shall notify the MAA Office of Operations a minimum of fourteen (14) days before shutdown of utilities.
16. Upon completion of the construction work, and prior to occupancy, the Applicant shall contact the MAA Office of Facilities Development, Construction Division, to arrange for a Permit compliance inspection of the construction site. The MAA will direct the Applicant to correct non-compliant conditions. Upon confirmation that the work is compliant with the Permit, the MAA will issue a Certificate of Occupancy.
17. Upon completion of the work and prior to Final Inspection, the Applicant shall provide a Letter of Certification confirming that the construction complies with all applicable codes and regulations. This letter shall be submitted to the MAA Construction Division, Inspection Supervisor. The Applicant shall submit a set of reproducible "As-Built" plans to the Construction Division, within 45 days of the completion of the project. The MAA requires Applicants to submit drawings in AutoCAD electronic format. The requirement for AutoCAD may be waived by the MAA for minor projects.

**ELECTRONIC COPY**

**ORIGINAL ON FILE IN AIRPORT OPERATIONS**

Al Pollard, A.A.E., Director,  
Martin State Airport  
Attachments (2)

1-MTN Installation Permit Application

2-MTN Building Permit Application

**MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND AVIATION ADMINISTRATION**

**Division of Documents & Permits**

P.O. Box 8766, BWI Airport  
Maryland 21240-0766  
Tel. 410-859-7796  
Fax: 410-859-5440

**APPLICATION FOR INSTALLATION PERMIT**

<b>GENERAL INFORMATION (To be completed by the applicant, please print)</b>	
Project Name:	Airport <input type="checkbox"/> BWI <input type="checkbox"/> MTN
Project Location (Bldg./Terminal, Level, Holdroom, Room No. etc.):	Tenant Space No.:
Name of Tenant:	Tel.:
	E-mail:
Applicant/Contact Person:	Tel.:
Representing:	Cell No.:
Mailing Address:	Fax No.:
	E-mail:
<b>The Installation is for:</b>	Check Appropriate Box:
Exterior Signage <input type="checkbox"/>	Security Equipment <input type="checkbox"/>
Interior Signage <input type="checkbox"/>	Food Service Equipment <input type="checkbox"/>
Ticket/Information Counter <input type="checkbox"/>	Exhibit <input type="checkbox"/>
Dish/Antenna <input type="checkbox"/>	Data/Cable <input type="checkbox"/>
Other (Please Indicate):	New Installation <input type="checkbox"/>
	Replacement <input type="checkbox"/>
	Modification <input type="checkbox"/>
Project Description:	MAA Only Funding Source:
Estimated Construction Cost ( <b>Required</b> ):	\$
Name of Contractor/Installer:	Tel.:
	Cell/Emergency No.:
Name of Contact:	E-mail:
Maryland Contractor's License Number: <small>* Attach Photocopy of Current MD Contractor's License and Insurance Certificate.</small>	Expiration Date:
<b>Check Appropriate Box:</b>	
	Yes No
Will the installation require alteration to electrical/ mechanical systems?	<input type="checkbox"/> <input type="checkbox"/>
	Yes No
Will the installation require the use of new data outlets/cables?	<input type="checkbox"/> <input type="checkbox"/>
Will the installation involve "Hot Work/Welding?"	<input type="checkbox"/> <input type="checkbox"/>
	Yes No
Will the installation involve Trenching and Excavation?	<input type="checkbox"/> <input type="checkbox"/>
Will a crane be used during installation?	<input type="checkbox"/> <input type="checkbox"/>
	Yes No
Will the work be done in a "Confined Space?"	<input type="checkbox"/> <input type="checkbox"/>
<b>Temporary Installation</b>	
If the installation is temporary, indicate for how long: (Please select one)	
<input type="checkbox"/> Less than 3 months	<input type="checkbox"/> 3-6 months
<input type="checkbox"/> 6-12 months	<input type="checkbox"/> More than 12 Months
<small>* The applicant will be required to restore/patch existing surfaces to their original condition when the installation is removed.</small>	
Applicant's Signature: _____ Date: _____	
FOR OFFICE USE ONLY	
Complete Application Form	Yes No <input type="checkbox"/> <input type="checkbox"/>
Insurance Certification	<input type="checkbox"/> <input type="checkbox"/>
Copy of Contractor's License	<input type="checkbox"/> <input type="checkbox"/>
Safety Plan	Yes No <input type="checkbox"/> <input type="checkbox"/>
Commercial Management Authorization	<input type="checkbox"/> <input type="checkbox"/>
Permit Coordinator:	Date:
Date Received:	<b>IP Number:</b>
Date of Meeting:	
Date of Release:	

**MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND AVIATION ADMINISTRATION**

**Division of Documents & Permits**

**P. O. Box 8766, BWI Airport**

**Maryland 21240-0766**

**Tel. 410-859-7796**

**Fax: 410-859-5440**

**APPLICATION FOR BUILDING PERMIT**

**GENERAL INFORMATION** (To be completed by the applicant, please print)

Project Name:	Airport: <input type="checkbox"/> BWI <input type="checkbox"/> MTN
Project Location (Bldg./Terminal, Level, Holdroom, Room No. etc.):	Tenant Space No.:
Name of Tenant:	Tel.:
	E-mail:
Applicant/Contact Person:	Tel.:
Representing:	Cell No.:
Mailing Address:	Fax:
	E-mail:
Brief Description of Project:	<b>Check Appropriate Box:</b> MAA <input type="checkbox"/> Funding Source: Existing Tenant <input type="checkbox"/> New Tenant <input type="checkbox"/>
Estimated Cost of Construction ( <b>Required</b> ): \$	
Name of Architect/Engineer:	Tel.:
Address:	Fax:
	E-mail:
Name of Contact:	
Name of Contractor:	Tel.:
	Cell/Emergency No:
Name of Contact:	E-mail:
Maryland Contractor's License Number:	Expiration Date:
* Attach Photocopy of Current MD Contractors License and Insurance Certificate.	

**Check Appropriate Box:**

	Yes	No		Yes	No
Will a crane be used during construction?	<input type="checkbox"/>	<input type="checkbox"/>	Will the work be done in a "Confined Space"?	<input type="checkbox"/>	<input type="checkbox"/>
Will the work involve "Hot Work/Welding"?	<input type="checkbox"/>	<input type="checkbox"/>	Will the work involve Trenching and Excavation?	<input type="checkbox"/>	<input type="checkbox"/>
Will rooftop equipment be provided?	<input type="checkbox"/>	<input type="checkbox"/>			

If the answer to any of these questions is Yes, additional permits or authorizations may be required. (See Permit Information & Guidelines for definitions and list of supplementary permits).

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

	Yes	No		Yes	No
Complete Application Form	<input type="checkbox"/>	<input type="checkbox"/>	Safety Plan	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Certification	<input type="checkbox"/>	<input type="checkbox"/>	Commercial Management Authorization	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Contractor's License	<input type="checkbox"/>	<input type="checkbox"/>	Check List	<input type="checkbox"/>	<input type="checkbox"/>
Dwgs. Stamped by Licensed Architect/Engineer	<input type="checkbox"/>	<input type="checkbox"/>	CD	<input type="checkbox"/>	<input type="checkbox"/>

Permit Coordinator:	Date:
Date Received:	BP Number:
Date of Meeting:	
Date of Release:	