

5. ADDITIONAL PERMITS AND AUTHORIZATIONS

5.1 Tenant Information Advisory (TIA)

BWI Tenant Information Advisory (TIA) is a codified announcement used to convey information of a short-term nature to tenants at BWI. If a project is going to affect other tenants at the airport, the applicant should submit a Tenant Information Advisory to MAA Office of Operations. The TIA should be written in an easy to understand language and should state the following:

1. Timeframe: days and hours of the work;
2. Who will be affected and how;
3. Location of the work; and
4. Scope of the project and the necessity.

TIAs must be submitted at least ten (10) business days in advance to BWI Airport Operations Administrative Assistant at pkoehnlein@bwiairport.com for processing with a copy to Mary Ricker, Executive Assistant at mricker@bwiairport.com.

5.2 Airport Zoning Permit

The purpose of the Airport Zoning Permit (AZP) is to identify land uses, obstructions, and wildlife attractants that are incompatible with airport operations. The AZP application must be submitted for projects within a Certified Noise Zone and/or Airport Zoning District (the area defined by a four-mile radius of BWI or a three-mile radius of MTN). 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 Applicant must obtain an Airport Zoning Permit (MAA-010) before an MAA Building Permit will be issued. In addition, applicants may be required to file a Notice of Construction or Alteration (FAA Form 7460-1) requesting that the FAA perform an obstruction evaluation. This evaluation process typically takes approximately 60 days. If the proposed project is not identified on the FAA approved Airport Layout Plan (ALP) then a revision to the ALP is necessary. No construction may proceed until the FAA approval has been received. The ALP approval process can take from four (4) months to two (2) years, depending upon the nature of the project. Permit issuance does not relieve the applicant from his/her responsibility for proper design and construction of the project. Forms are available and applications are coordinated through MAA Division of Airport Facilities Planning and TIS. See also, Appendix C: Additional Permits, Authorizations, Forms, and Criteria.

5.3 Hot Work and Welding Permit

A Welding and Burning Permit is required for any work that involves welding, cutting or any task that would deplete oxygen, create toxic fumes and vapors, or create the potential for fire or explosion. This permit can be obtained from the BWI Fire & Rescue Department and can be reached at 410-859-7511.

At Martin State Airport (MTN), the Hot Work Permit is obtained from the Airport Operations Office in the Terminal and can be reached at 410-682-8831. For the application form, please see Appendix C: Additional Permits, Authorizations, Forms, and Criteria.

5.4 Confined Space Permit

Confined Space is defined as a space that (a) is large enough and so configured that an employee can enter and perform assigned work; (b) has limited or restricted means for entry or exit; and (c) is not designed for continuous employee occupancy.

There are two types of Confined Spaces:

1. Non-Permit Confined Space: A Confined Space that does not contain or have the potential to contain any atmospheric hazard, have the potential to contain any hazard capable of causing death or serious physical harm.
2. Permit Required Confined Space: A Confined Space that has one or more of the following characteristics:
 - a) Contains or has the potential to contain a hazardous atmosphere;
 - b) Contains a material that has the potential for entrapping, engulfing, or suffocating an entrant;
 - c) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by floor which slopes downward and tapers to a smaller cross-section; and
 - d) Contains any other recognized serious safety or health hazard.

For Permit Required Confined Spaces, the Applicant should submit the Confined Space Entry Permit application form to MAA Risk Management Division. For application form, “Confined Space Entry,” please see Appendix C: Additional Permits, Authorizations, Forms, and Criteria.

5.5 Trenching and Excavation Permit

Before any trenching and excavation work can proceed, the Contractor must obtain “Utility Modification/Digging Authorization” form, (see Appendix C: Additional Permits, Authorizations, Forms, and Criteria), that has been signed off by MAA Utilities, MAA Facilities Department, MAA IT Department, and FAA. This part of the approval process is coordinated through Tenant Improvement Section’s inspectors. In the second step, the Contractor, acting on his/her own, is required to get the form signed off by BGE and Miss Utility.

5.6 Other Agency Approval: Permanent Food Service License and Change of Ownership, Anne Arundel County Department of Health (AACDH)

The Anne Arundel County Department of Health is responsible for licensing and inspecting all facilities at the BWI Airport that prepare food for the public.

The applicant must obtain a Food Service Facility License from the County before the permit can be issued for such projects. For additional information, please contact Anne Arundel County at:

Anne Arundel County Department of Health
3 Harry S. Truman Parkway
Annapolis, MD 21401
410-222-7095

Or visit: http://www.aahealth.org/envhlth_licenses.asp

5.7 Other Agency Approval: Liquor License, the Anne Arundel County Liquor Board

For all projects that involve selling of alcoholic beverages at the BWI Airport, the applicant shall obtain a Liquor License from the Anne Arundel County Liquor Board. Related requests such as ownership transfer, change of name, extension of premises, officer changes, change of license type, etc., must also be submitted to the Liquor Board.

Information to be submitted to the Anne Arundel County Liquor Board for alcoholic beverage license:

1. Six (6) copies of the financial information form for each applicant and investor.
2. Six (6) copies of the Application form that has been completed by each applicant and the owner of the property and notarized.
3. Check for \$500.00 made payable to Anne Arundel County. This covers the cost of the hearing, advertising, and the sign for posting of the property.
4. Seven (7) copies of the location map clearly showing location of the tract of land within the County.
5. Seven (7) copies of the metes and bounds description of the said tract.
6. Seven (7) copies of a detailed site plan to scale, prepared by a registered land surveyor or engineer, depicting the location, heights, floor area and square footage of all buildings or structures, parking, number of parking spaces, and any other physical features inherent or proposed on the property.
7. Seven (7) copies of a registered survey showing distance from nearest church, school and County/public recreational facilities.
8. Seven (7) copies of a registered survey showing distance from any residential property. (This is only for music and/or dancing licenses).
9. Seven (7) copies of the Review Form for Alcohol Beverage License for the Office of Planning Code Enforcement.

10. Seven (7) copies of the building floor plans detailing all building areas from which alcoholic beverages are to be sold, served or stored, showing improvements or interior details as to the layout of the various areas, along with indications of seating capacities, number of employees, etc.
11. Six (6) sets of the following: Articles of Incorporation, by-laws, minutes of the stockholders meeting, stock certificates issued to the applicants, a list of all stockholders, proof of residency and tax payer (paying taxes on real property) in Anne Arundel County for two (2) years preceding the filing of this application, along with a copy of your voters registration card, and any and all exhibits that will be presented at hearing.
12. One (1) set of the following: Workmen's compensation, Alcohol Awareness Certificate, Certificate of Use, Occupancy Permit, Retail Sales License, Traders License, Health Department License, Federal Special Occupational Tax Stamp, Capacity Sign, and an original Certificate of Good Standing from the State Department of Assessments and Taxation.

The Board has several classes or types of licenses, the information about which can be obtained by contacting:

Board of License Commissioners for Anne Arundel County
94 Franklin Street
Annapolis, MD 21401
410-222-1148

Or visit: http://www.liquorboardannearundelcounty.com/AAL_Contact.aspx

5.8 Other Agency Approval: Federal Aviation Administration (FAA)

Projects that may impact the environment require the following approvals prior to permit issuance:

1. FAA Form A and/or C Environmental Assessment including Tenant Certification
2. Clearing House Review/Approval of FAA Form A and/or Form C above.
3. Other State and Federal permits as appropriate (e.g., wetlands, stormwater management, sediment and erosion control, air quality, etc.)

At the earliest possible point in the project, FAA forms (A and/or C) and all applicable approvals, shall be obtained and submitted in duplicate (2 copies) to:

Manager, Division of Environmental Planning
Maryland Aviation Administration
Planning and Environmental Services
P.O. Box 8766
BWI Airport, Maryland 21240-0766

An accompanying transmittal letter shall provide the project description, site location (map), whether the site is located on State property, whether any State or Federal funding is associated with the project, and project schedule must be submitted along with all completed environmental forms and documented approvals to the MAA Manager, Division of Environmental Planning, Planning and Environmental Services. Forms may also be obtained through the same office. 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 from 60 to 120 days to complete.

5.9 Other Agency Approval: Maryland Department of the Environment (MDE)

The applicant is required to obtain additional permits from Maryland Department of the Environment (MDE), coordinated through TIS, for projects that impact air and radiation management, waste management, and water management. Some projects may require additional approvals, permits, and operating plans to operate a facility once it has been constructed. Typical activities that would require permits include but are not limited to the following:

1. Air pollution sources that generally require state permits to construct: coating and painting operations, asphalt refurbishing, spray paint booth operations, fuel-burning equipment and the use of chemical processing equipment.
2. Air pollution sources that generally require state permits to operate: crushing equipment, VOC storage tanks, galvanizing operations, wood digesters, and pulverized material separators.
3. Permits that include petroleum storage and handling typically require oil operations permits. If total above ground storage is greater than 1,320 gallons or underground storage is greater than 42,000 gallons then the applicant must submit a Spill Prevention Control and Countermeasures (SPCC) plan prior to the facility becoming operational. Appropriate secondary containment structures will be required for above ground storage tanks.
4. Work involving, construction, removal, the abandonment of underground storage tanks.
5. Work involving the installation or abandonment of drinking water wells, or environmental monitoring wells.

All contractors should review the Business Guide to Environmental Permits and Approvals that contain important information about the different types of permits, licenses and approvals issued by the Maryland Department of the Environment (MDE). The Business Guide to Environmental Permits and Approvals is available at the following link: <http://www.mde.state.md.us/Permits/busGuide.asp>

Operating plans may be required including Facility Response Plans, Spill Prevention Control and Countermeasures (SPCC) plans, and Stormwater Pollution Prevention Plans. Final copies of these plans must be presented to the MAA Environmental Compliance Office prior to startup of a new facility.