

To All:

The procedure for applying for Building, Installation or Single Trade permits will be the following until further notice:

- Obtain your permit application from the MAA website, www.marylandaviation.com. Click on the Permits and Forms Tab.
- Fill out, **sign** and **email** the completed application to tmartin6@bwairport.com. A permit number will be assigned.
- If your files are limited in size or number (less than 12 MB) you can email them to the Permit Coordinator. If you have large files, or a large number of files, they can be uploaded to an FTP site MAA has established. That information will be provided to the applicant once an application is received. Your files will be deleted from the FTP site once they are transferred into our system. Please label the files to facilitate the review process. Examples would be: *Drawings, Cut Sheets, Location, Plan, Renderings, etc.* Drawing sets can be broken into sections: *Architectural, Mechanical, Plumbing, Civil, etc.* This will allow reviewers to zero in on files of interest to them.
(NOTE: Deliverable drawings sets should be ONE complete set.)

The Permits Office will still require 5 sets of hard copy drawings to be submitted to 991 Corporate Blvd., Linthicum, MD 21090. Progress of your permit application will be updated through email. The MAA website contains the 2018 Permits Information Guide which gives very detailed information on the permitting process.

Should you have any questions or concerns, please do not hesitate to contact me.

Tasha Martin
Permit Coordinator
Permits Section
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