

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 Salbert@bwiairport.com. I will assign a permit number and email it back to you. If your files are limited in size or number (less than 8 MB) you can just email them to me. If you have large files, or a large number of files, they can be uploaded to an FTP site MAA has established. I will provide this information to you once I have received your completed application. Your files will be deleted from the FTP site once I have transferred them into our system. Please label the files to facilitate the review process. Examples would be: *Drawings, Cut sheets, Location Plan, Renderings*, etc. Large 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.

The Permits Office will still require 7 sets of hard copy drawings to be submitted to 991 Corporate Blvd, Linthicum MD 21090. I will keep you informed of the progress of your permit application through email. The MAA website contains the 2015 Permits Information Guide which gives very detailed information on the permitting process.

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

Sam Albert
Permit Coordinator
MAA Division of Documents & Permits
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Salbert@bwiairport.com