



TENANT DIRECTIVE

Tenant Directive No.: BWI 800.3
Distribution List: D
Effective Date: August 17, 2023

Original Date: January 18, 2018
Revised: August 17, 2023

Approved by: *Gregory W. Schick*
Director, Office of Airport Operations

Date: 8/17/23

SPECIAL USE PERMITS

Purpose

The purpose of this Directive is to outline the conditions in which a Special Use Permit may be issued.

Reference(s)

- A. Code of Maryland Regulations 29.06.01, Fire Prevention Code.
- B. Code of Maryland Regulations 11.03.01, Baltimore/Washington International Thurgood Marshall Airport

Scope

This Tenant Directive is applicable to all Baltimore/Washington International Thurgood Marshall Airport tenants, employees, and contractors.

This Tenant Directive supersedes Tenant Directive 800.3, dated January 18, 2018.

Definitions

N/A

Responsible Party:

Division Chief
Office of the Fire Marshal
Airport Fire and Rescue Department
410-859-7511

DIRECTIVE

I. Directive Statement

- A. A Special Use Permit issued by the Airport Fire and Rescue Department Office of the Fire Marshal is required before conducting any activity including, but not limited to, the following:
1. Hosting a gathering of 50 people or more for an event
 2. Use of a tent or similar structure
 3. Use of portable cooking equipment
 4. Organizing an exhibit event and trade show
 5. Organizing an employee appreciation cookout
 6. Organizing an indoor or outdoor festival
 7. Operating a mobile food truck, food cart, or ice cream truck
 8. Storage or use of hazardous material
 9. Any other activity that the Office of the Fire Marshal deems requiring a Special Use Permit
- B. Contact the Airport Fire and Rescue Department Office of the Fire Marshal at 410-859-7511 or fireprevention@bwiairport.com for further assistance.

II. Procedures

- A. Special Use Permit applications shall be made on form MAA-040 (attached) and shall include the applicant's answers in full to inquiries set forth on the form including:
- Operation or activities for which the permit will be issued;
 - Address or location for where the operation or activities will be conducted;
 - Dates and times for the operation or activities; and
 - Name, address, and phone number of the applicant.
- B. All food trucks, food carts, and ice cream trucks must be inspected by the Airport Fire and Rescue Department Office of the Fire Marshal at least two weeks (10 business days) prior to the event.
- C. Applicants must first obtain approval from the Director of Airport Operations at gsolek@bwiairport.com or 410-859-7024 or the Manager of Airport Operations at aconlon@bwiairport.com or 410-859-7194 for activities that are conducted on the Airport ramp, airfield, or within the Terminal Building.
- D. Applicants must contact the Airport Fire and Rescue Department Office of the Fire Marshal at least 72-hours prior to the activities at 410-859-7511 or at fireprevention@bwiairport.com.

- E. Special Use Permit final approval is contingent upon an inspection by personnel from the Airport Fire and Rescue Department Office of the Fire Marshal and the applicant's compliance with the Code Provisions identified on the permit prior to the commencement of the requested activities.
- F. Special Use Permits or approvals may be revoked or suspended by the Airport Fire and Rescue Department Office of the Fire Marshal if it finds that the applicant is not in compliance with the permit provisions or the applicant has made false statements or misrepresentations in the application on which the permit approval was based.

ADDITIONAL AUTHORIZED DOCUMENTS

Attachment: Special Use Permit Application (MAA-040)

ADDITIONAL INFORMATION

Contact Information

Division Chief
Office of the Fire Marshal
Airport Fire and Rescue Department
410-859-7511



ATTACHMENT: Special Use Permit Application

**BWI AIRPORT FIRE AND RESCUE DEPARTMENT
FIRE PREVENTION DIVISION
SPECIAL USE PERMIT**

Fire Marshal 410-859-7511 Emergency Dial 911

INSTRUCTIONS: This permit (Sections A through F) must be completed for all conditions, operations or temporary storage and the use of hazardous materials. The permit applicant is required to read and comply with the permit/code requirements identified on this form. The completed form shall be posted in a conspicuous location. Activities associated with this permit are subject to inspections. Failure to comply with the provisions of the permit will result in immediate revocation of the permit and stoppage of all associated activities.

SECTION A Address or Location Where Operations, Activities Are Being Conducted	
PHYSICAL ADDRESS:	
ROOM/DOOR NUMBER:	
EXTERIOR LOCATION:	
SECTION B Period of Validity	
START DATE: _____	END DATE: _____ DATE OF REQUEST: _____
START TIME: _____	END TIME: _____
SECTION C Operations, Activities for Which This Permit Is Being Issued	
CHECK APPROPRIATE BOXES:	
Gathering of 50 people or more <input type="checkbox"/> Use of Tent/Membrane Structure <input type="checkbox"/> Portable Cooking <input type="checkbox"/> Festival <input type="checkbox"/> Exhibit-Trade Show <input type="checkbox"/>	
Employee Appreciation/Cook-Out <input type="checkbox"/> Temporary Structure <input type="checkbox"/> Storage Temporary/Hazardous <input type="checkbox"/> Non-specific or OTHER <input type="checkbox"/> Please list _____	

SECTION D Applicant Information and Statement	
PRINTED NAME: _____ COMPANY NAME: _____	
PHONE NUMBERS: CELL _____ OFFICE _____ OTHER _____	
I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE CITED PERMIT/CODE PROVISION ON THIS PERMIT. APPLICANT'S PRINTED NAME WITHIN THE SIGNATURE BLOCK ACKNOWLEDGES RESPONSIBILITY OF THIS PERMIT.	
SIGNATURE: _____ DATE: _____	
SECTION E Permit/Code Provisions (Type in box below)	
SECTION F	
BWI Airport Fire and Rescue Department Authorization	<i>PERMIT No.</i> _____
AUTHORIZING SIGNATURE: _____	

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