



TENANT INFORMATION ADVISORY

Retention: July 1, 2021

July 17, 2020

20-039

COVID-19 SPECIAL SIGNAGE AND DECALS

The Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) Office of Architecture has developed the following guidelines for the installation of special signage and decals related to COVID-19 social distancing requirements:

1. Tenants are not required to obtain an Installation Permit for COVID-19 related special signage and decals at customer service counters if installed for the maximum period of 180 days. Prior to the expiration of this period, an extension of another 180 days can be granted, if requested in writing. Signage and decals that are installed beyond this period shall be deemed permanent, requiring an Installation Permit. Tenants are to provide the date of the temporary installation to the MDOT MAA Permits Section no later than August 15, 2020 or apply for an Installation Permit for permanent signage. Installation date or the permit application can be sent via email to the following address:

Attn: Permit Coordinator
Permits Section
Email: TMartin6@bwiairport.com

2. Fixed signage and floor decals shall not be installed or mounted outside of the tenant lease area.
3. Signs hanging from a ceiling are not permitted.
4. Floor decals shall not be more than 12-inches in diameter or 144 square inches. Decals shall be a removable type and slip resistant.

5. Counter mounted signs shall be made of rigid acrylic, polycarbonate, or tempered/safety glass sheets.

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John A. Stewart
Director
Office of Airport Operations

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