



Alaska Marijuana Control Board

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

## Form MJ-29a: License Conversion Application Checklist

### What is this document?

The following checklists were created to assist applicants with gathering all documents and items required to convert a marijuana establishment license in accordance with 3 AAC 306.047.

### Checklist for All License Conversion Applications

The following documents and items must be submitted before a license conversion application will be reviewed for completeness:

- Form MJ-29b:** License Conversion Application
- Form MJ-00:** Application Certifications (*a completed copy for each individual person*)
- Form MJ-29c:** License Conversion Operating Plan Change (*if applicable*)
- Form MJ-02:** Premises Diagram
- Form MJ-07c:** Public Notice Posting Affidavit
- Form MJ-08b:** Local Government Notice
- Publisher's Affidavit**
- Proof of Possession for Premises Extension** (*If premises is expanding beyond the current proof of possession in the course of this application*)
- Conversion Application Fee** (\$1,000)
- Difference in License fees** (\$4,000)
  - *This is only applicable to conversions from Limited Cultivation to Standard Cultivation Facility and Concentrate to Product Manufacturers.*
- Food Safety Permit or Permit Application** (*as applicable; manufacturing conversions ONLY*)