Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-14: Licensed Premises Diagram Change

Why is this form needed?

This licensed premises diagram change form is required for all liquor licensees seeking to alter the functional floor plan or reduce or expand the area of the establishment's existing licensed premises, under 3 AAC 305.630. **The required $250 licensed premises diagram change fee may be made by check, cashier's check, money order, or credit card (VISA, MasterCard, American Express or Discover). The applicant must obtain local governing body approval prior to submitting to the AMCO office.**

The diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, and consumption. If the proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

If approved, this form will replace the existing licensed premises diagram on file. All sections of the currently licensed area that will remain licensed must be included in the outlined area, as described on Page 2 of this form. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form, as long as it meets the requirements listed on this form. The first and third pages must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's Anchorage office prior to altering the existing floor plan. The licensed premises may not be altered unless and until the AMCO director has given written approval on this form. Please note that licensees seeking to change licensed premises diagrams for multiple licenses must submit a separate completed copy of this form and pay a separate fee for each license.

Section 1 – Establishment Information

Enter information for the licensed establishment.

Licensee:		**License Number:**			
License Type:					
Doing Business As:					
Premises Address:					
City:		**State:**		**ZIP:**	
Contact Person:		**Contact Phone:**			
Contact Email:					

Section 2 – Summary of Changes

Provide a summary of the changes for which you are requesting approval.

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Section 3 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, and consumption. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.

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Section 4 – Declarations

Read the statement below, and then sign your initials in the box to the right: Initials

The proposed changes conform to all applicable public health, fire, and safety laws. ☐

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification. ☐

Printed name of licensee _____ Signature of licensee _____

Section 5 – Local Government & AMCO Review

Local Government Review (to be completed by an appropriate local government official)**:**

	Yes	No	Pending
The proposed changes shown on this form conform to all local restrictions and laws.	☐	☐	☐
A local building permit is required for the proposed changes.	☐	☐	

Signature of local government official _____ Building Permit # _____ Date _____

Printed name of local government official _____ Title _____

AMCO Review:

	Approved	Disapproved
	☐	☐

Signature of AMCO Enforcement Supervisor _____ Signature of Director _____

Printed name of AMCO Enforcement Supervisor _____ Printed name of Director _____ Date _____

AMCO Comments: