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

Alaska Marijuana Control Board

Form MJ-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). **All areas designated as the licensed premises of a single license must be contiguous.** **All diagrams must have the licensed premises area labeled, and outlined or shaded as appropriate.**

What must be submitted with this form?

Applicants must attach multiple diagrams to this form, including (as applicable):

- **Diagram 1:**
  a diagram showing only the licensed premises areas that will be ready to be **operational at the time of your preliminary inspection** and license issuance;

- **Diagram 2:**
  if different than Diagram 1, a diagram outlining **all areas for which the licensee has legal right of possession** (a valid lease or deed), and clearly showing those areas' relationship to the current proposed licensed premises *(details of any planned expansion areas do not need to be included; a complete copy of Form MJ-14: Licensed Premises Diagram Change must be submitted and approved before any planned expansion area may be added to the licensed premises);*

- **Diagram 3:**
  a **site plan or as-built of the entire lot**, showing all structures on the property and clearly indicating which area(s) will be part of the licensed premises;

- **Diagram 4:**
  an **aerial photo of the entire lot and surrounding lots**, showing a view of the entire property and surrounding properties, and clearly indicating which area(s) will be part of the licensed premises *(this can be obtained from sources like Google Earth)*; and

- **Diagram 5:**
  a diagram of the **entire building in which the licensed premises is located**, clearly distinguishing the licensed premises from unlicensed areas and/or premises of other licenses within the building. If your proposed licensed premises is located within a building or building complex that contains multiple business and/or tenants, please provide the addresses and/or suite numbers of the other businesses and/or tenants *(a separate diagram is not required for an establishment that is designating the entire building as a single licensed premises).*

This form, and all necessary diagrams that meet the requirements on Page 2 of this form, must be completed and submitted to AMCO's main office before any new or transfer license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Top Shelf Herbs of Alaska LLC.	MJ License #: 22150			
License Type:	Retail Marijuana Store				
Doing Business As:	Top Shelf Herbs of Alaska, LLC				
Premises Address:	901 Photo Ave. Suite A				
City:	Anchorage	State: AK	Alaska	ZIP:	99503

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Alaska Marijuana Control Board

Form MJ-02: Premises Diagram

Section 2 – Required Information

For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices. *Items marked with a double asterisks (**) are only required for those retail marijuana establishments that are also applying for an onsite consumption endorsement.*

The following details must be included in all diagrams:

#3 #4 #5

- ☒ ☒ ☒ License number and DBA
- ☒ ☒ ☒ Legend or key
- ☒ ☒ ☒ Color coding
- ☒ ☒ ☒ Licensed Premises Area Labeled and Shaded, or Outlined as appropriate
- ☒ ☒ ☒ Dimensions
- ☒ ☒ ☒ Labels
- ☒ ☒ ☒ True north arrow

The following additional details must be included in Diagram 1:

- ☒ Surveillance room
- ☒ Restricted access areas
- ☒ Storage areas
- ☒ Entrances, exits, and windows
- ☒ Walls, partitions, and counters
- ☒ Any other areas that must be labeled for specific license or endorsement types
- ■ ** Serving area(s)
- ■ **Employee monitoring area(s)
- ■ **Ventilation exhaust points, if applicable

The following additional details must be included in Diagram 2:

- ☒ Areas of ingress and egress
- ☒ Entrances and exits
- ☒ Walls and partitions

The following additional details must be included in Diagrams 3 and 4:

- ☒ Areas of ingress and egress
- ☒ Cross streets and points of reference

The following additional details must be included in Diagram 5:

- ☒ Areas of ingress and egress
- ☒ Entrances and exits
- ☒ Walls and partitions
- ☒ Cross streets and points of reference

I declare under penalty of unsworn falsification that I have attached all necessary diagrams that meet the above requirements, and that this form, including all accompanying schedules, statements, and attachments is true, correct, and complete.

Signature of licensee

Chism Leimbach

Printed name of licensee

RUSSELL MONTGOMERY ★ NOTARY PUBLIC ★ STATE OF ALASKA ★ MY COMMISSION EXPIRES NOVEMBER 1, 2022

Notary Public in and for the State of Alaska

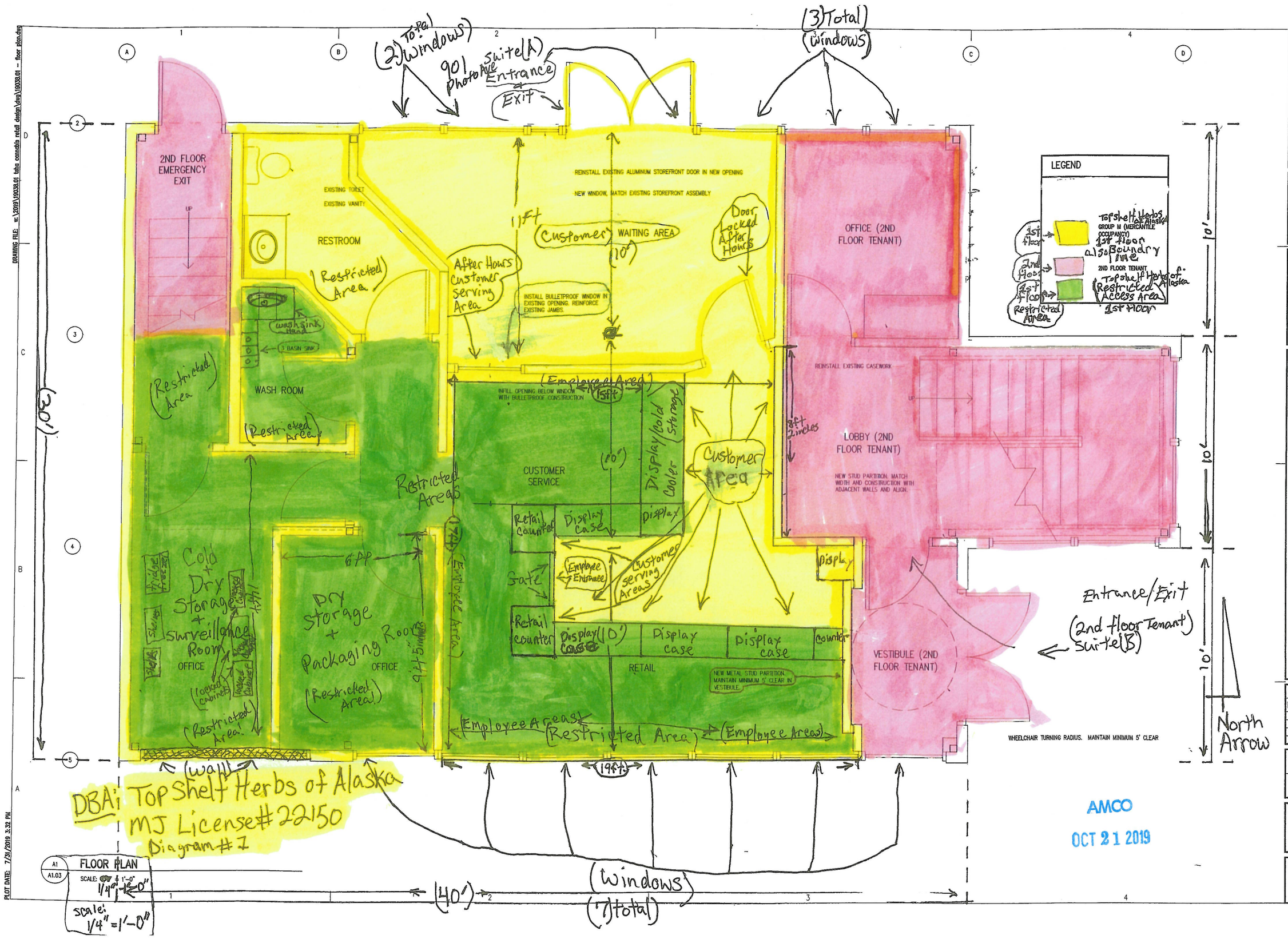
My commission expires: Nov. 1 2022

Subscribed and sworn to before me this 18th day of October, 2019.

AMCO

OCT 21 2019

License # 22150



Architects Alaska.

ARCHITECTS ALASKA
AK Corp. Authorization AECC581

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NOT FOR CONSTRUCTION

SCHEMATIC DESIGN DRAWINGS

TOP SHELF HERBS OF ALASKA

901 PHOTO AVE ANCHORAGE, ALASKA

Revisions		
No.	Description	Date

Drawn by SAS	Date
Checked DLM	Job No.

Sheet Contents
FLOOR PLAN

Category	Sheet No.
A	1.03

Footings: Exterior footings shall bear minimum of 3'10" below surrounding finished grade.

Waterproof all foundations below grade. Waterproof all foundations with 2-ply hot mop application.

Reinforcing steel: All reinforcing shall be new billet stock ASTM A615, 60 KSI steel. Bars shall be securely tied in place with #16 double annealed iron wire. Bars shall be supported on approved chairs or well cured concrete blocks. Reinforcing steel shall be detailed in accordance with ACI "Manual of Standard Practice for Detailing of Reinforced Concrete Structures." Shop drawings (including placing plans and elevations) shall be submitted to and reviewed by the architect/engineer before starting fabrication. Reinforcement shall be all spliced for tension unless otherwise noted on drawing. Welding or tack welding of reinforcing bars to other bars or to plates, angles, etc., is prohibited, unless otherwise noted.

Structural steel: Steel shall conform to ASTM A36. All work shall be in accordance with codes and specifications in the AISC "Manual of Steel Construction," 8th edition. Shop drawing shall be submitted for the architects' review before commencing fabrication. All welding shall be done by welders A.W.S. certified in the position they will be welding and in accordance with the AWS D1. 1-79 "Structural Welding Code." Minimum weld size shall be 3/16".

Slab: To be 4" (nominal) thick over 4" sand bed and 6 mil vapor barrier. Tool edges. Provide steel trowel finish at floor slabs and light broom finish at exterior walks.

WOOD

All framing lumber to be stress graded Hem-Fir as follows. All lumber shall be visually graded in accordance with current WWPA grading rules.

Use	Species	Grade	f_b
Interior studs and nonbearing walls	Hem-Fir	Standard	450 PSI
Plates and sills	Hem-Fir	No. 2	1150 PSI
All other lumber	Hem-Fir	Standard or better	

All interior walls to be 2x4 studs 16" on center, except as noted.

Attach all siding, trim, etc., exposed to weather with galvanized fasteners. Truss design shall be certified by structural engineer of local jurisdiction. Provide 6" clearance between earth and any wood.

THERMAL INSULATION

Walls: 2" sprayed urethane insulation with 3½" thick fiberglass batts R-13 at 4" studs.
Foundations: 2" rigid Styrofoam Blue from grade to top of footing.
Roof: 6" rigid insulation.

SOUND INSULATION

Provide R-13 batts in all walls, floors and ceilings surrounding bathroom, utility, mechanical or related rooms. Completely surround.

GYPSUM WALL BOARD

All walls to be finished with gypsum wall board (GWB), typically 1/2", excepted as noted.

GLASS AND GLAZING

All glazing to be minimum double pane hermetically sealed (U=.69) triple glaze all fixed sash (U=.41) recommended. Heat loss based on double glazing.

All glazing for sliding doors or windows less than 18" from the floor, less than 4' from doors or subject to impact shall be tempered safety glass.

GENERAL

Guard rails shall be 42" from floor (MIN).

Handrails shall be 30" from nosing of tread to top of rail. 6" maximum opening.

Flash (26 ga.) all exterior openings. Flash all intersections of roof and wall roof valleys, etc. Caulk all changes of materials at exterior - color to match.

Paint all flashings, flues, chimney tops to match adjacent materials.

DRAWINGS

It is the contractor's responsibility to familiarize himself with the drawings. He shall contact the designer for clarification or any question as to the intent of the drawings prior to commencing that portion of the work. Otherwise, discrepancies in the drawings are not cause for extra charges to the owner. They shall be brought to the attention of the owner and the architect prior to the commencement of related work.

Noted dimensions take precedance over scaled dimensions. All dimensions are taken to face of studs. All notes are typical throughout building. Exceptions are noted separately. Refer to architectural plans for wall openings, architectural treatment and dimensions not shown. Consult mechanical plans for size and locations of all openings for ducts, piping, etc., not shown.

CODE

These plans were prepared for use within the Municipality of Anchorage, Alaska, based upon the requirements set forth in the 1982 Uniform Building Code (UBC), as amended, and other local codes, ordinances and design criteria. The author assumes no liability for their use outside this jurisdiction. Contractor is solely responsible for conformance with codes, ordinances, laws, etc., of any other jurisdiction. Designer assumes no responsibility for damage, including structural failure due to deficiencies, error or omissions in the design or drawings. The architect assumes no responsibility for placement of buildings in conformance with setbacks, sideyards, covenants, zoning or other constraints.

SCOPE OF WORK

The scope of work is to furnish all labor, materials and equipment as indicated, reasonably inferred, or required by governing codes, laws or ordinances, including permits, fees, connection charges, etc., for the proper execution of the work and a completely operational job. Type-V (five), 1-hour construction, R-1 occupancy.

DESIGN CRITERIA

Heat loss DT:	100°F (+70° to -30°F)		No cooling
	LIVE		DEAD
Roof (snow):	40	PSF	15
Main floors	50	PSF	70
Stairs and corridors	100	PSF	15
Lateral Design Loads			
Wind (less than 30 feet)	21	PSF	
(30 to 49 feet)	26	PSF	
Seismic	Zone 4, UBC 1982		
Soil Bearing Capacity	2000	PSF	

PERFORMANCE

The contractor shall warrant the work for one year from date of Certification of Occupancy. The Contractor shall protect the work from damage from weather. The Contractor shall be responsible for keeping the premises neat and clean at all times.

SUBSTITUTIONS

Substitutions will be considered when the resultant work would be substantially the same as that specified. Substitutions must be approved prior to commencement of the work or ordering materials.

SITE WORK

All soils are assumed to be undisturbed, well drained, well bedded, inorganic material. Backfill all footings with NFS fill to top of footing, min. finish grade to provide positive drainage away from building all sides (min. of 5% for first 100 feet around perimeter) and swale to continue off site to public drainage. Refer to local authority for on-site water and septic system requirements.

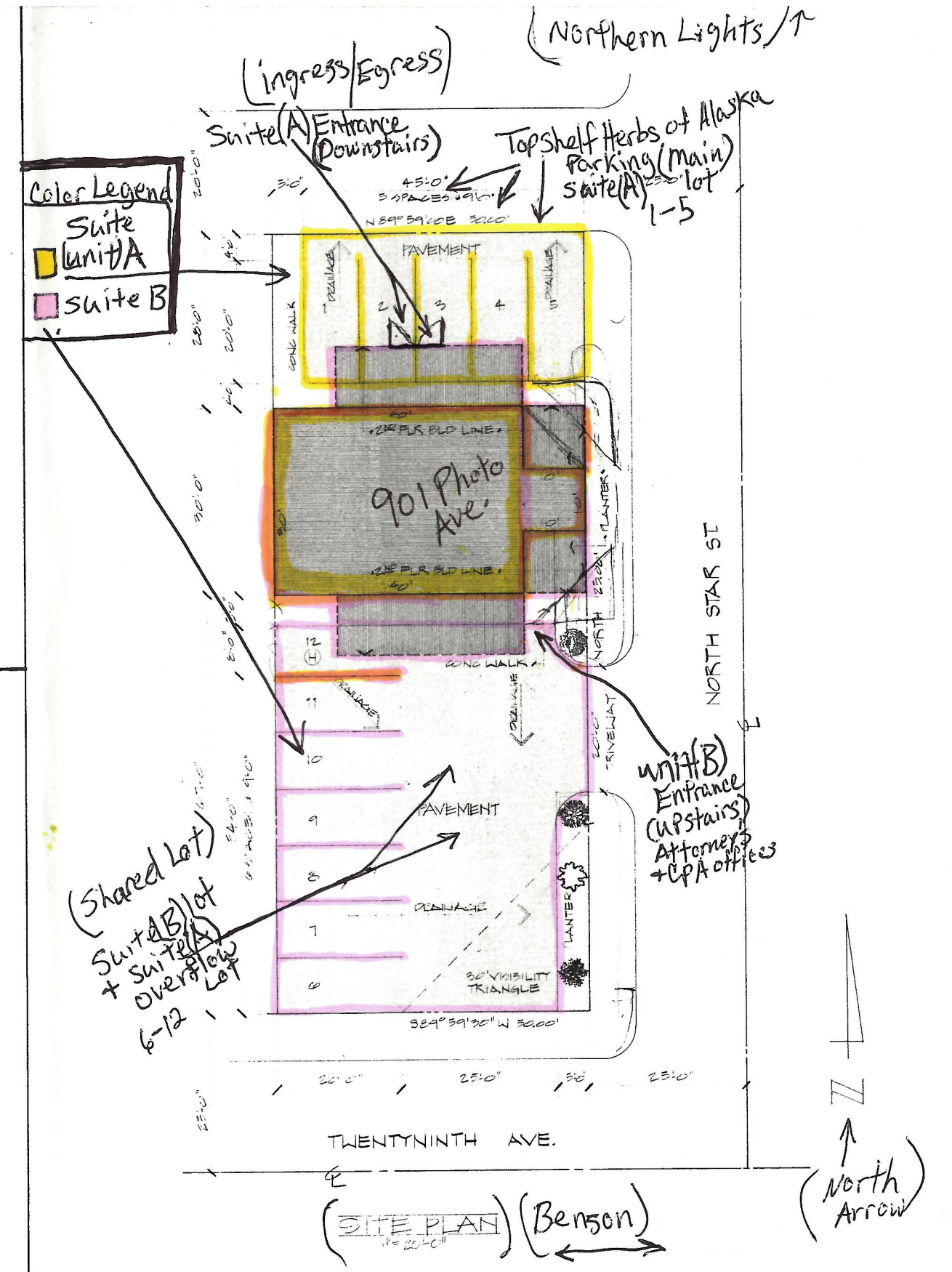
FOUNDATIONS

Foundation design is based on assumed soil pressure = 2000 PSF. All footings shall bear on undisturbed soil overlaid with 12" compacted granular NFS fill.

Concrete: Shall attain strength as listed in the table below. Protect from freezing. Place at and keep concrete above 40°F for 72 hours. Mixing and placing of all concrete and selection of materials shall be in accordance with the Uniform Building Code, 1982 edition. All concrete, including slabs on ground, shall have Sika "Plastiment" or Master Builder's "Pozzolith 300N" added in accordance with manufacturer's directions. All concrete exposed to weather shall contain Darex AEA to provide 4% to 6% entrained air. Maximum size of aggregate 1-1/2" (except 3/4" maximum for slabs-on-ground), but maximum size of aggregate shall not be more than 3/4 of the clear distance between reinforcing bars or between bars and side forms. Water/cement ratio and clear content shall be as follows for various concrete strengths (f'c) based on standard 7 or 28 day cylinder tests.

f'c	Min. Sacks of Cement/Cu. Yd. of Concrete	Max. Gals. of Water/Sack Cement	Max. Slump	Location
2,500 psi	5	7½	3"	slabs on ground
3,000 psi	5½	6	4"	all other concrete

DBA: Top Shelf Herbs of Alaska
MJ License# 22150
Diagram #3



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DESIGN CRITERIA

LOT AREA	9,250 SQ.FT
ZONING	
BUILDING TYPE	V-N
OCCUPANCY	B-2
BUILDING AREA: 1ST FLR	1,300 SQ. FT
2ND FLR	2,100 SQ. FT
TOTAL	3,400 SQ. FT
PARKING REQ'D	11.3 SPACES
PARKING SHOWN	12 SPACES

Project Architect WILLIAM A. JOHNSON A.I.A.
Structural Engineer WESTBROOK & ASSOC.
Drafting Consultant RICK JOHNSTON & ASSOC.

INTERNATIONAL STEEL ERECTORS

JOB NO. 83-46
DATE 21 JULY 83
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Legend

901 Photo Ave Suite A

901 Photo Ave Suite B

North Arrow

Top Shelf Herbs Of Alaska
MJ License# 22150
Diagram#4

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OCT 02 2019
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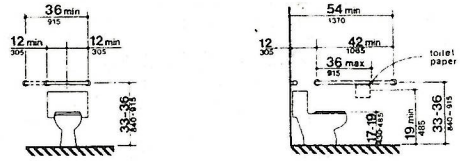
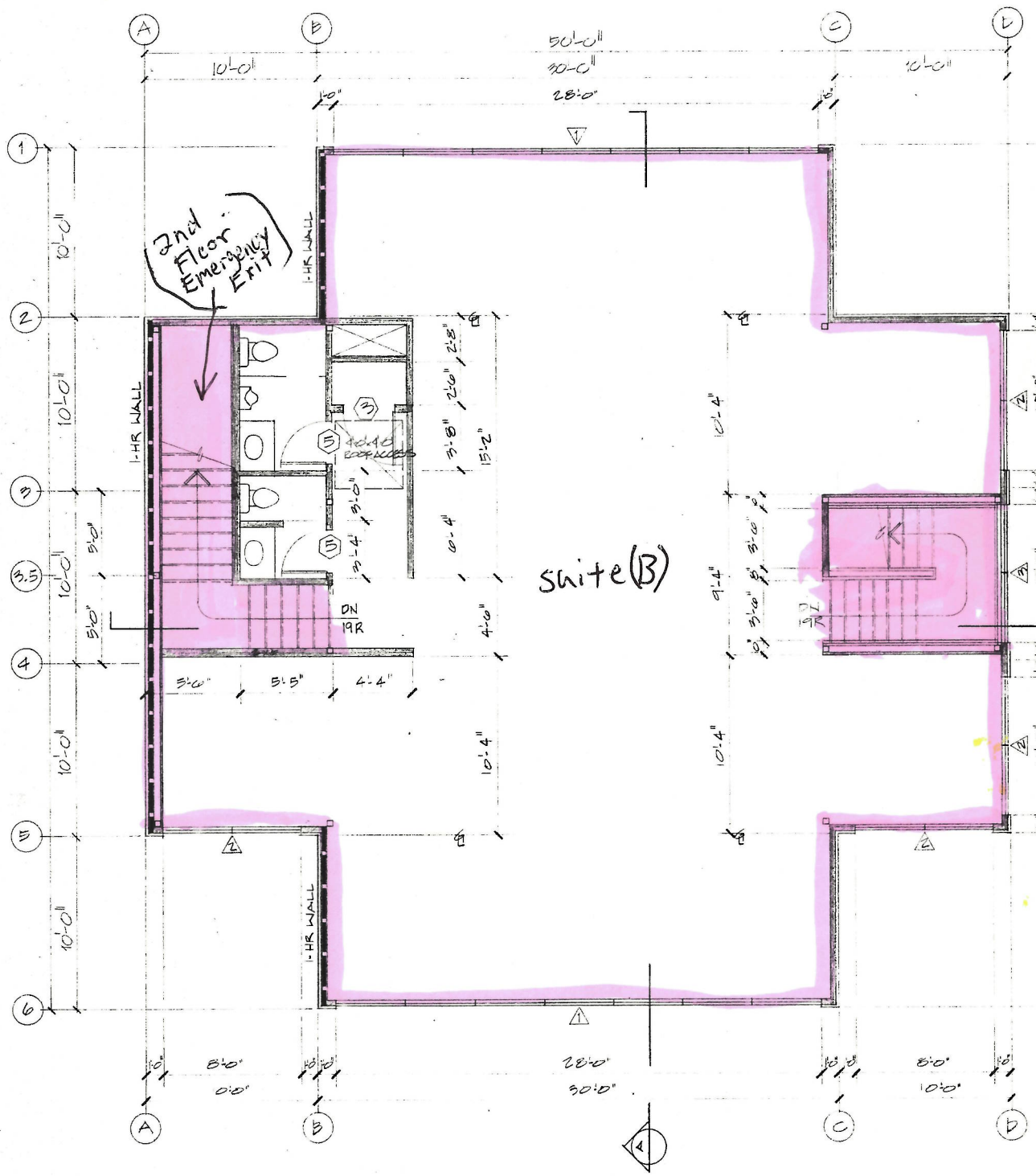
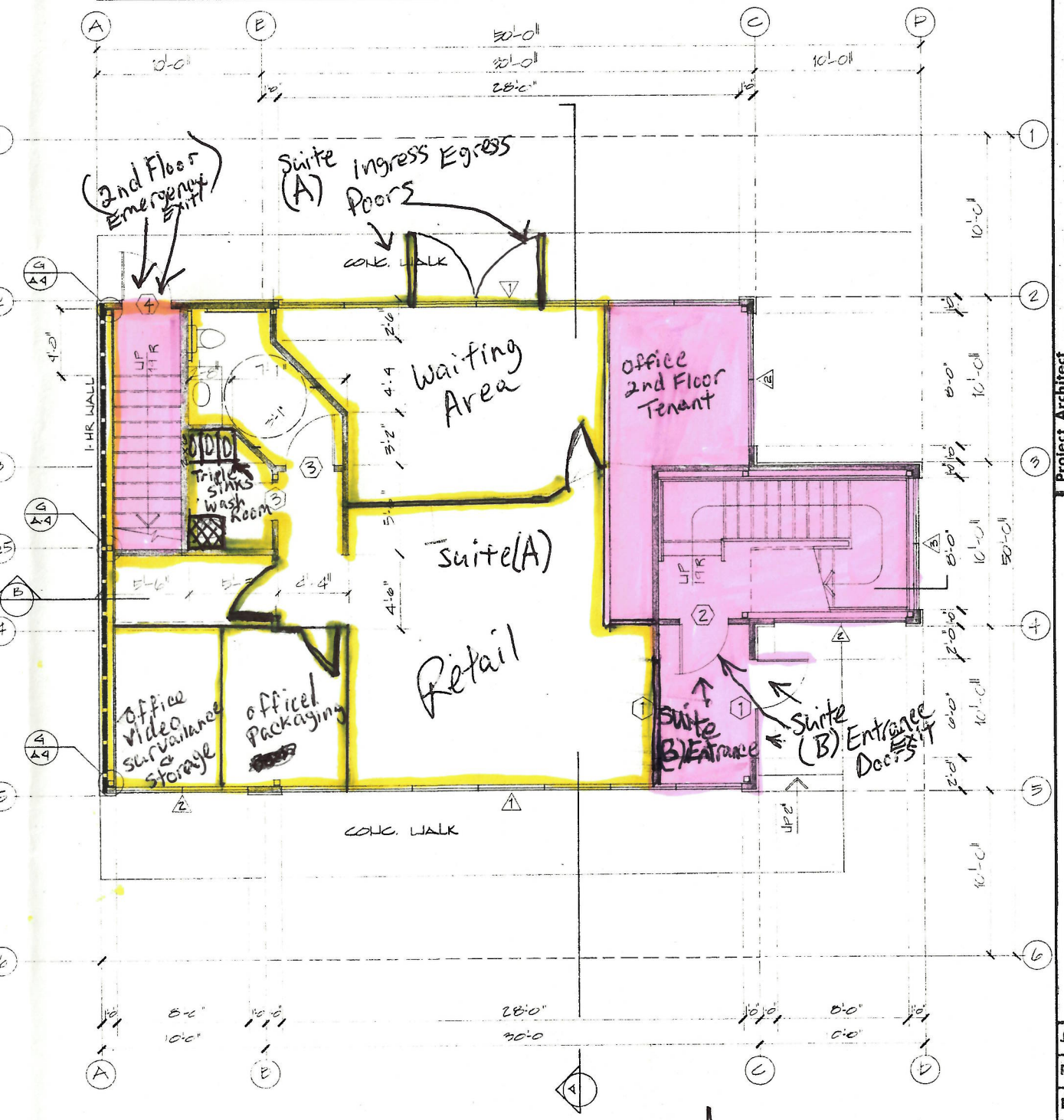


DOOR SCHEDULE		
⬡	SIZE	REMARKS
1	6'-0"x6'-8"	GLASS & ALUM.
2	3'-0"x6'-8"	GLASS & ALUM.
3	3'-0"x6'-8"	HOLLOW CORE
4	3'-0"x6'-8"	METAL INSULATED
5	2'-6"x6'-8"	HOLLOW CORE

WINDOW SCHEDULE		
△	SIZE	REMARKS
1	7'-4"x6'-0"	ALUM. FRAME
2	2'-4"x6'-0"	ALUM. FRAME
3	2'-4"x3'-0"	ALUM. FRAME



UPPER FLOOR PLAN
1/4"=1'-0"
Suite(B)



LOWER FLOOR PLAN
1/4"=1'-0"
Suite (A)

Legend
- Unit A
- Unit B

North Arrow

DBA: TopShelf Herbs Of Alaska
MJ License# 22150
Diagram #5

Project Architect
WILLIAM A. JOHNSON A.I.A.
Structural Engineer
WESTBROOK & ASSOC.
Drafting Consultant
RICK JOHNSTON & ASSOC.

INTERNATIONAL STEEL ERECTORS

JOB NO. 85-40
DATE 19 JULY '83
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PAGE A-3 OF 4