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:	Extractly LLC	**MJ License #:**	25198		
License Type:	Marijuana Concentrate Manufacturing				
Doing Business As:	Extractly LLC				
Premises Address:	21913 E Snowball Cir				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Alaska Marijuana Control Board

Form M-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:

- ☐ 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 depictions is true, correct, and complete.

Ryan Ruff
Signature of licensee

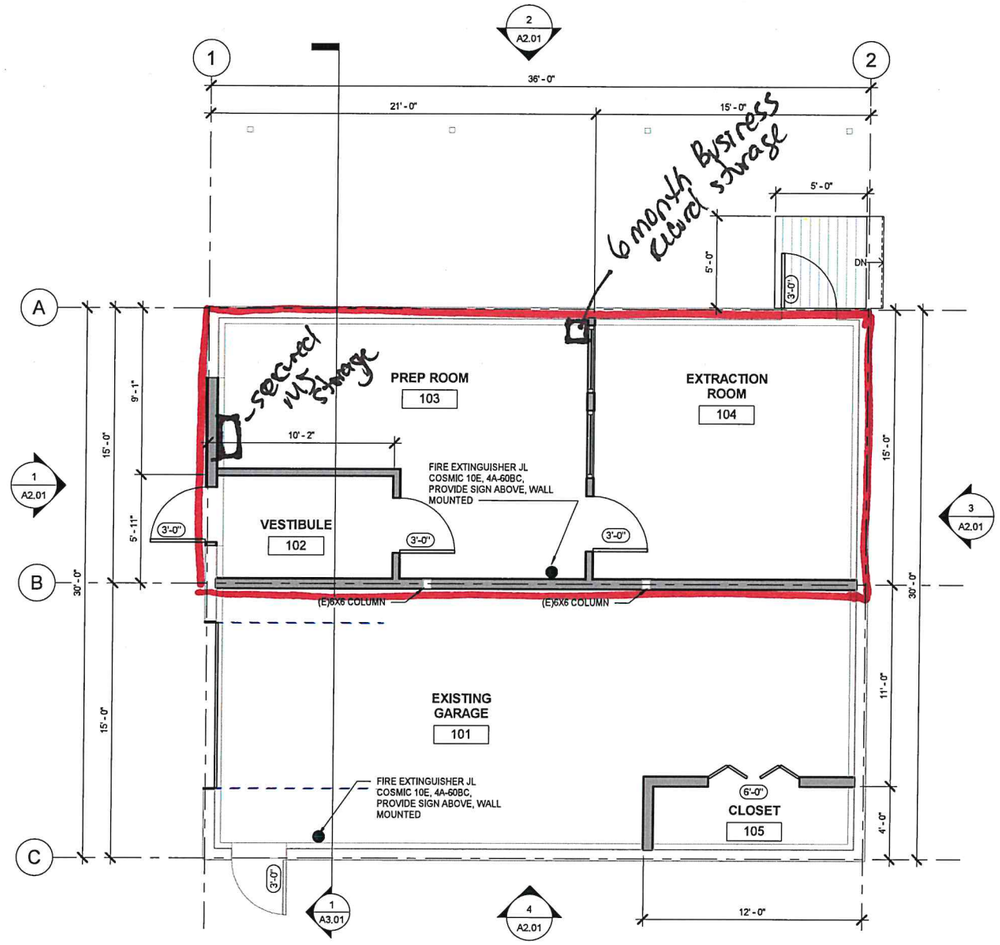
Official Seal
STATE OF ALASKA
Notary Public
Kristen Smith
Commission Expires:08/23/2021

Notary Public in and for the State of Alaska

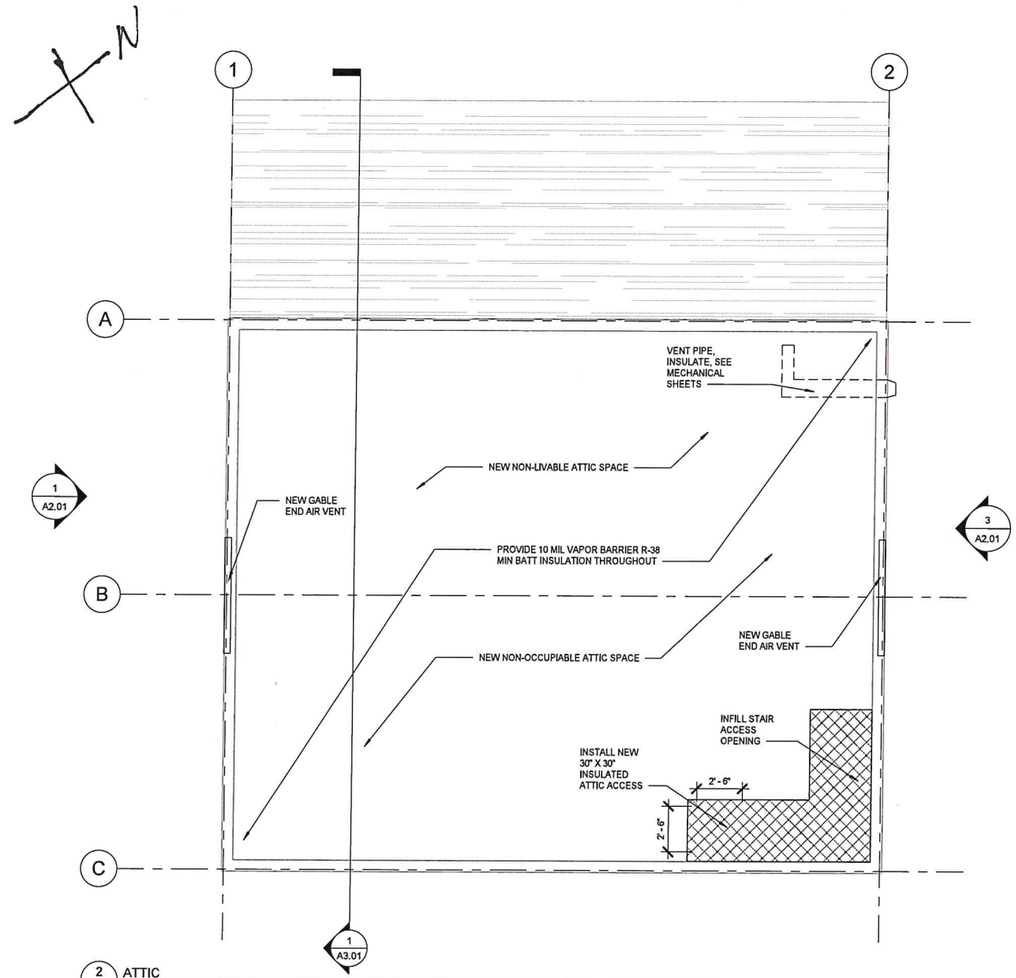
Ryan Ruff
Printed name of licensee

My commission expires: 8/23/21

Subscribed and sworn to before me this 27 day of April, 2020.



1 A1.01 MAIN FLOOR
1/4" = 1'-0"



2 A1.01 ATTIC
1/4" = 1'-0"

D- proposed Licensed premises/ Restricted Access Area

Video Recording + Equipment storage - off site at adjacent Building (house) in locked Crawl space.

Diagrams 1, 2 + 5

BUILDING CODES

CODES:	2012 INTERNATIONAL BUILDING CODE w/ STATE OF ALASKA AMENDMENTS 2012 INTERNATIONAL MECHANICAL CODE w/ STATE OF ALASKA AMENDMENTS 2012 INTERNATIONAL FUEL GAS CODE w/ STATE OF ALASKA AMENDMENTS 2012 INTERNATIONAL FIRE CODE w/ STATE OF ALASKA AMENDMENTS 2014 NATIONAL ELECTRIC CODE ALL CURRENT STATE OF ALASKA AMENDMENTS TO APPLY	
OCCUPANCY:	F-1	SECTION 306.2
CONSTRUCTION TYPE:	V-B	SECTION 503, TABLE 503
AREA:	ALLOWABLE: 8500 SF ACTUAL: 1080 SF	SECTION 503, TABLE 503
HEIGHT:	ALLOWABLE: (1) ONE STORY ACTUAL: (1) ONE STORY	SECTION 503, TABLE 503
OCCUPANT LOAD:	F-1 1080/200 = 6	SECTION 1004.1.2
EXITS PROVIDED:	7 X .02= 0.14" 1 ADDITIONAL EXIT REQUIRED	SECTION 1008.1.9
DOOR OPERATIONS:	**<50 OCCUPANTS PANIC HARDWARE IS NOT REQUIRED FOR EXIT DOORS** -EGRESS DOORS SHALL BE READILY OPERABLE FROM THE EGRESS SIDE WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE OR EFFORT -HARDWARE, DOOR HANDLES, PULLS, LATCHES, LOCKS AND OTHER OPERATING DEVICES ON DOORS REQUIRED TO BE ACCESSIBLE BY CHAPTER 11 SHALL NOT REQUIRE TIGHT GRASPING, TIGHT PINCHING OR TWISTING OF THE WRIST TO OPERATE	SECTION 1008.1.9.1
EXITING:	REQUIRED EXIT 1, 2 PROVIDED EXITS PROVIDED	SECTION 1021
SPRINKLED:	NONE	SECTION 903.2.4
FIRE ALARM:	NONE	SECTION 907.2.4
FIRE EXTINGUISHER :	(2) FE PROVIDED JL COSMIC 10E, 4A-60BC, PROVIDE SIGN ABOVE, WALL MOUNTED	

SCOPE OF WORK:

1. EXISTING 1080 SQUARE FOOT RESIDENTIAL GARAGE WITH AN APARTMENT ABOVE ALL TO HAVE OCCUPANCY USE CHANGED TO AN F-1
2. THE BUILDING MUST BE A 1 STORY BUILDING TO BE CODE COMPLIANT, SO THE APARTMENT IS TO BE REMOVED AND CONVERTED INTO AN ATTIC.
3. HALF OF THE MAIN FLOOR TO BE AN EXTRACTION BUSINESS WHILE THE OTHER 50% OF THE FLOOR IS TO REMAIN A GARAGE.

GENERAL NOTES:

1. ALL PLATES OR ANY WOOD PRODUCTS IN CONTACT WITH ANY CONCRETE WILL BE TREATED WOOD PRODUCTS.
2. ALL EXTERIOR DIMENSIONS ARE TO OUTSIDE FACE OF CONCRETE. ALL INTERIOR DIMENSIONS ARE TO FACE OF STUD UNLESS OTHERWISE NOTED.
3. WALL AND CEILING FINISHES SHALL HAVE A FLAME-SPREAD CLASSIFICATION OF NOT GREATER THAN 200.
4. ALL INTERIOR WALLS TO BE 2X4 CONSTRUCTION @ 16" O.C. UNLESS OTHERWISE NOTED.
5. PROVIDE AT LEAST ONE (1) C.O.
6. OWNER AND/OR CONTRACTOR IS RESPONSIBLE FOR ALL SITE RELATED ISSUES INCLUDING BUT NOT LIMITED TO SOILS, PROPERTY LINES, GRADING-FOUNDATION STEPS, SETBACKS, SEPTIC SYSTEM, WELL, ZONING, UTILITY EASEMENTS, ETC.
7. CONSTRUCTION ADMINISTRATION IS NOT AN INCLUDED SERVICE ON THIS CONTRACT. THE ARCHITECT IS NOT RESPONSIBLE FOR ANY FAILURES OF CONSTRUCTION OR AT FAULT FOR ANY CHANGES MADE TO THESE DOCUMENTS AS PRESENTED.
8. ALL FINAL EXTERIOR AND INTERIOR FINISHES, COLORS AND CASEWORK TO BE SELECTED BY CONTRACTOR OR OWNER.
9. INSTRUMENTS OF SERVICE. THE ARCHITECT SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING COPYRIGHT. THE ARCHITECT SHALL HAVE THE RIGHT TO USE PHOTOGRAPHS OR DRAWING OF THE PROJECT FOR PROMOTIONAL OR OTHER PURPOSES.

22x34 STANDARD SHEET
11 X 17 SHEET IS HALF SCALE

Alder Architecture & Design
259 S Alaska St.
Palmer, Alaska 99645
907-745-ALDR(2537)
AlderArchitecture@gmail.com

STATE OF ALASKA 9TH Anna M. Lee 3-3-2020 No. 12185 REGISTERED PROFESSIONAL ARCHITECT

EXTRACTLY LLC License # 55198
21913 E. Snowball Circle
Palmer, Alaska 99645

REVISIONS		
NO.	DESCRIPTION	DATE
1		
2		
3		
4		

DRAWN BY	DATE
JRS	3/3/2020
CHECKED	JOB NO.
AML	19043

SHEET CONTENTS
REMODEL PLANS - CODE ANALYSIS

SHEET NO
A1.01

Drawing File: \\ALDER1\homes\ALDER ARCHITECTURE MAIN\2019 Projects\19043 Extractly LLC - Palmer\Drawings\Project File Location\19043 Extractly LLC.rvt
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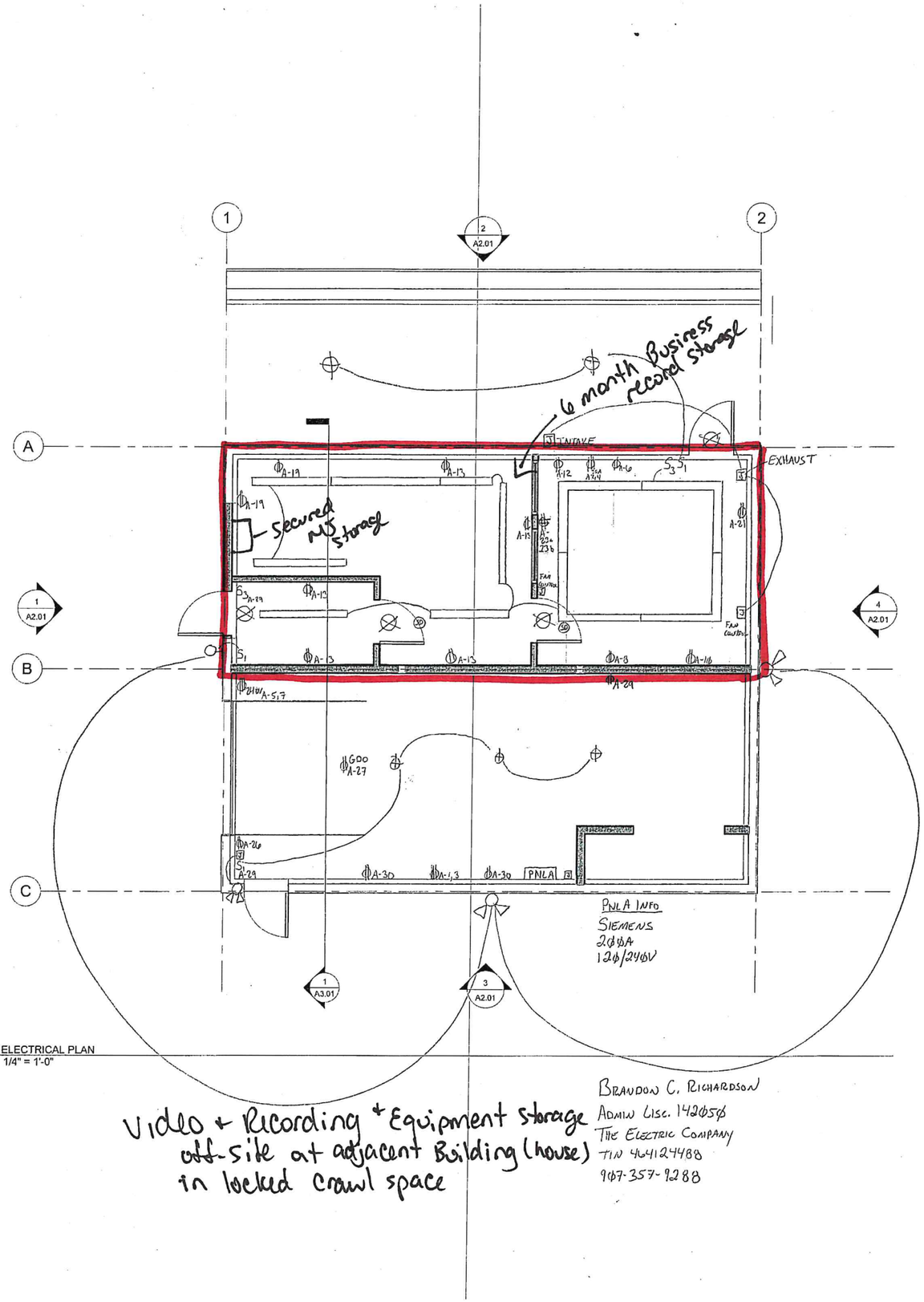

1 ELECTRICAL PLAN
E1.01 1/4" = 1'-0"

Video + Recording + Equipment storage off-site at adjacent Building (house) in locked crawl space

BRANDON C. RICHARDSON
ADMIN LISC. 142050
THE ELECTRIC COMPANY
TIN 464124488
907-357-9288

[ ] - proposed Licensed premises/ Right to possession

Diagrams 1.1, 2.1 + 5.1

Alder
Architecture & Design
259 S Alaska St.
Palmer, Alaska 99645
907-745-ALDR(2537)
AlderArchitecture@gmail.com

License # 2598

EXTRACTLY LLC
21913 E. Snowball Circle
Palmer, Alaska 99645

REVISIONS		
NO.	DESCRIPTION	DATE
1		
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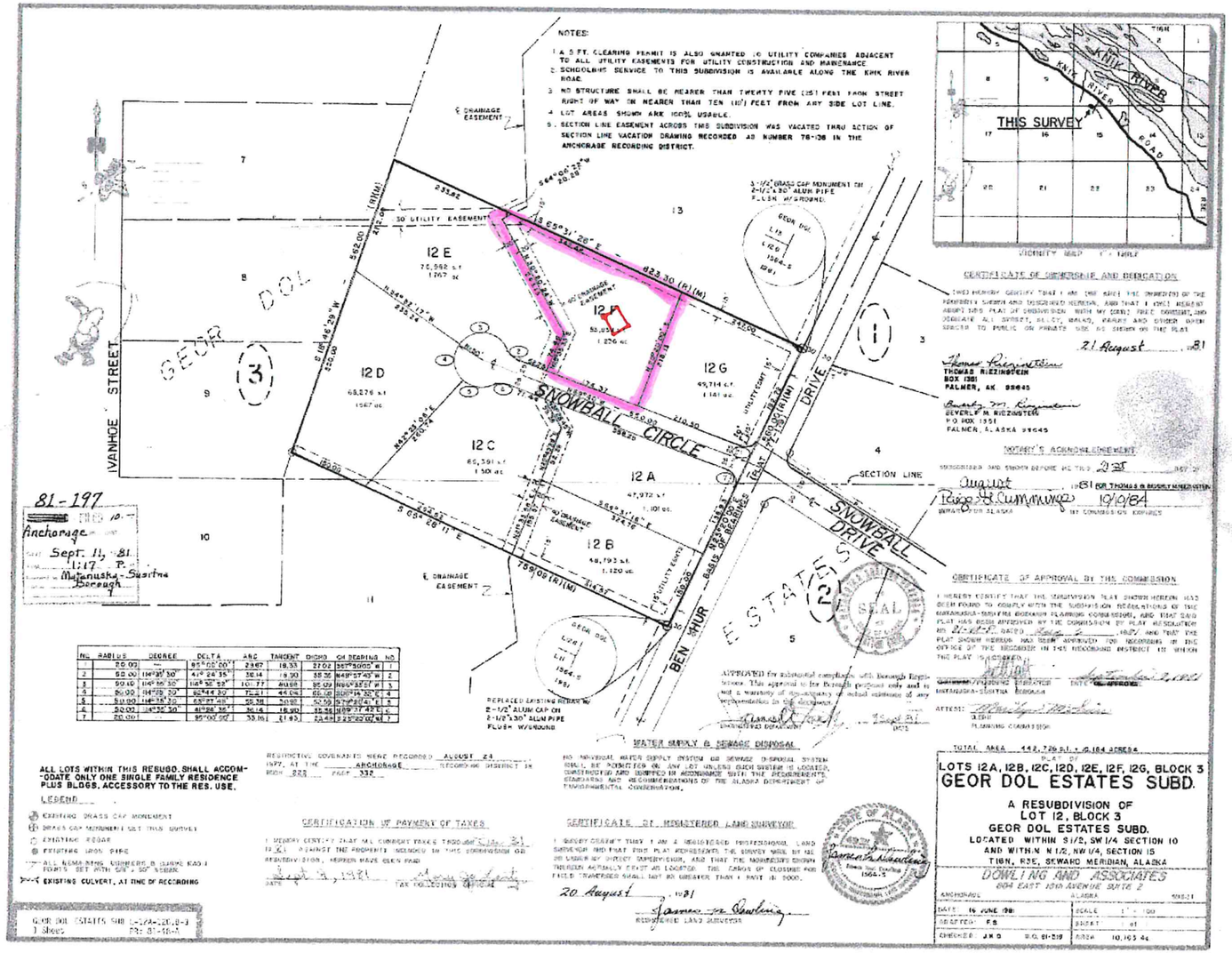
4		

DRAWN BY	DATE
.	2/3/2020
CHECKED	JOB NO.
.	19043

SHEET CONTENTS
ELECTRICAL PLAN

SHEET NO
E1.01

22x34 STANDARD SHEET
11 X 17 SHEET IS HALF SCALE

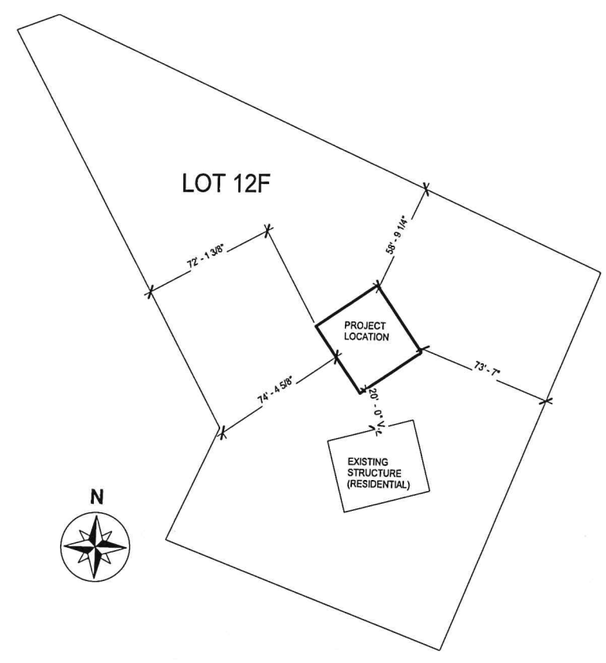


PLAT NOT TO SCALE, RESOURCE MATSU MYPROPERTY

D- Proposed Licensed Premises/
D- Right to possession

Diagram 3

SITE NOTES:
SITE PLAN IS NOT CREATED BY AN AS-BUILT SURVEY. ONLY FROM INFORMATION PROVIDED BY THE OWNER AND MATSU BOROUGH MY PROPERTY



1 C1.01 SITE PLAN
1" = 40'-0"

22x34 STANDARD SHEET
11 X 17 SHEET IS HALF SCALE

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STATE OF ALASKA 49TH Anna M. Lee 3-3-2020 No. 12185 REGISTERED PROFESSIONAL ARCHITECT

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21913 E. Snowball Circle
Palmer, Alaska 99645

REVISIONS		
NO.	DESCRIPTION	DATE
1		
2		
3		
4		

DRAWN BY	DATE
JRS	3/3/2020
CHECKED	JOB NO.
AML	19043

SHEET CONTENTS
SITE PLAN

SHEET NO
C1.01

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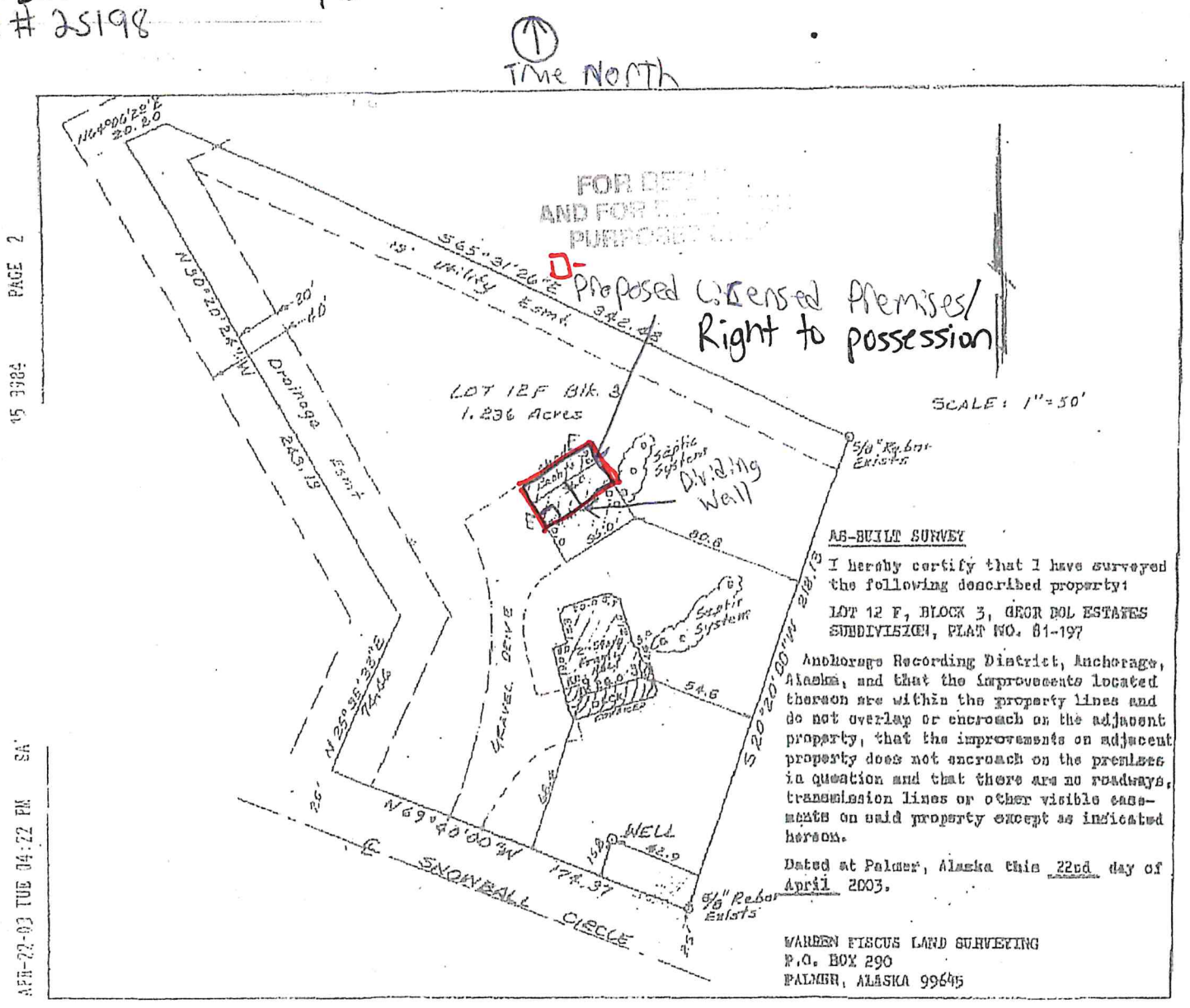
Diagram 3.1 - Extractly LLC
License # 25198

Key:
E = Entrance/exit



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21913 E Snowball Cir,
Palmer, AK 99645
proposed
licensed
premises
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S Ben Hur Dr
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Extractly LLC
License #25198
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