Alcohol & 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

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	Alaskabuds, LLC	**License Number:**	10094		
License Type:	Retail Marijuana Store				
Doing Business As:	ALASKABUDS, LLC				
Physical Address:	1005 E 5th Ave				
City:	Anchorage	**State:**	AK	**Zip Code:**	99501
Designated Licensee:	Nick Miller				
Email Address:	alaskabuds@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-31 Lease

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

AMCO Received 1/1/2024

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Form MJ-31: Walk-Up or Drive-Through Exterior Window Pick-Up Diagram and Operating Plan

Why is this form needed?

This form and your attached diagram is required for all marijuana retail establishment licensees seeking to alter the functional floor plan to include a walk-up or drive-through exterior window at the establishment's existing licensed premises.

There is a $250 application fee which may be made online or by check, cashier's check, or money order.

This form must be completed, submitted to AMCO's Anchorage office, approved by the MCB Board and inspected prior to altering the existing floor plan and/or operating an exterior window.

Section 1 – Establishment Information

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

Licensee:	Alaskabuds, LLC	**MJ License #:**	10094
License Type:	Marijuana Retail Store		
Doing Business As:	Alaskabuds, LLC		

Section 2 – Required Diagram Information

A new diagram is required with this form. For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices. However, AMCO will require full coverage of the walk-up or drive-through exterior window area as required by 3 AAC 306.380(b) and (g).

The following details must be included:

- **License number and DBA**
- **Legend or key**
- **Color coding**
- **Dimensions**
- **Labels**
- **True north arrow**
- **Surveillance room**
- **Licensed premises boundary**
- **Restricted access areas**
- **Storage areas**
- **Entrances, exits, and windows, including walk-up or drive-through exterior window**
- **Walls, partitions, and counters**

Any other areas that must be labeled for specific license types

- **Serving area****
- **Employee monitoring area****
- **Ventilation exhaust points, if applicable****

Items marked with a double asterisks (**) are only required for those retail marijuana establishments that are submitting the MJ-14 form in conjunction with an onsite consumption endorsement application.

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Alaska Marijuana Control Board

Form MJ-31: Walk-Up or Drive Through Exterior Window Pick-Up Diagram and Operating Plan

Section 3 – Exterior Window Service Operating Plan

Describe how you will comply with the requirements set forth in 3 AAC 306.380 and 3 AAC 306.715. Your response must include include policies and procedures regarding video surveillance, ID verification, display of marijuana or marijuana products, security features including alarm systems and locks, measures to prevent consumers from unlawfully accessing marijuana and funds through the exterior window and licensee control of the area outside of the exterior window.

Alaskabuds will install a secure window for the purpose of serving drive up/walk up consumers on the east side of the building. The location is under the control of Alaskabuds and does not include any public property.

Customers will approach the widow to purchase/pick-up their order, employees will review the customers ID and verify the appropriate information. No marijuana or marijuana products will be displayed at the window location in a manner that makes it viewable to the public. The area is very well lit and currently covered by video surveillance that meets the current regulations.

The window will be a commercially purchased window designed for secure transactions and will not allow consumers access through the window into the licensed facility.

The instillation and operation of the Walk-up/drive through window will meet all of the requirements of 3ACC 306.380, 3 AAC 306.715 and 3 AAC 306.720

Section 4 – Declarations

Read each statement below, and then sign your initials in the corresponding box to the right [if applicable]:	Initials
If a local building permit is required, attach a copy of the license, permit, application to this form.	NM
The proposed changes conform to all applicable public health, fire, and safety laws.	NM
I have included a title, lease or other documentation showing sole right of possession to the additional area(s), including the exterior window area, if the additional area(s) are not already part of my approved licensed premises.	NM
I certify the area immediately outside the walk-up or drive-through exterior window does not include any public property including public streets, public sidewalks, or public parking lots.	NM
I certify I have read, understood and will comply with all requirements set forth in 3 AAC 306.380, 3 AAC 306.715 and 3 AAC 306.720.	NM
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.	NM

Nick Miller

Printed Name of licensee

Signature of licensee

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Form MJ-31: Walk-Up or Drive Through Exterior Window Pick-Up Diagram and Operating Plan

Section 5 – Approvals

Local Government Review is required to be completed before submission to the Alcohol and Marijuana Control Office.

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 _____

Section 6 – AMCO Review

AMCO Review:	Approved	Disapproved
	☐	☐

Signature of Director _____ Printed Name of Director _____

Date _____

Final Inspection:	Approved	Disapproved
	☐	☐

Signature of Enforcement Investigator _____ Printed Name of Enforcement Investigator _____

Date _____

AMCO Comments:

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THIS DRAWING MEASURES 34"x22" AT FULL SCALE

2/19/2016 2:49 PM J:\JOBS\16002 1005 E 5TH CONVERSION\16002 A2 FLOOR PLAN.DWG

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NOTES:

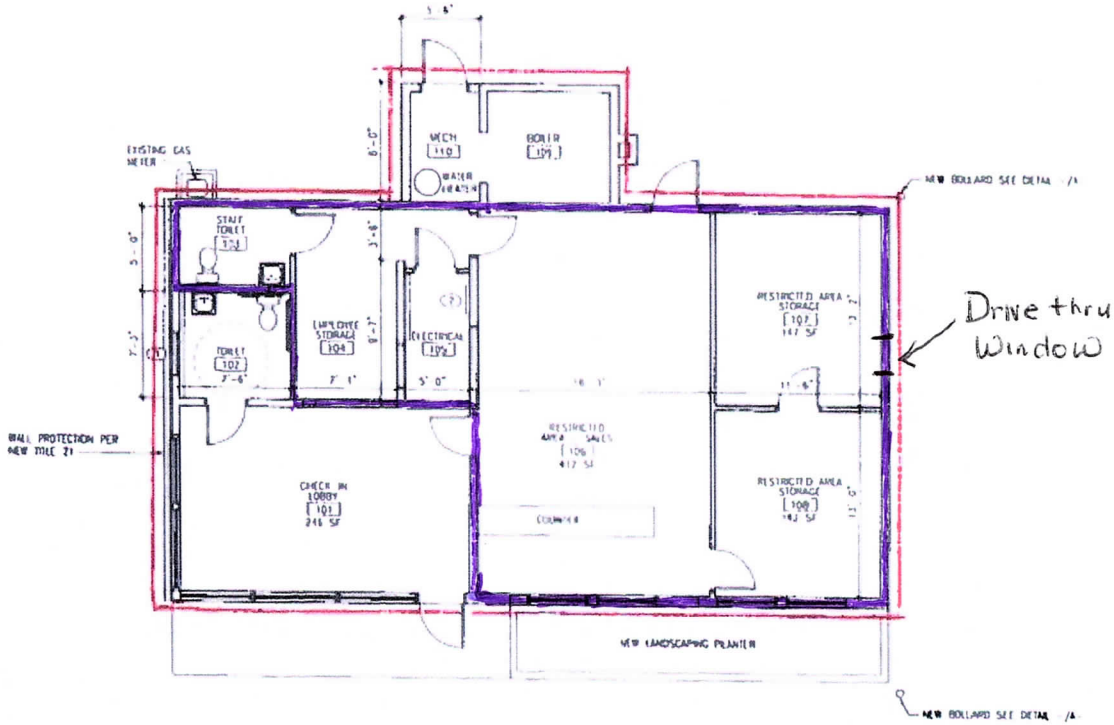
1. ALL DIMENSIONS ARE TO FACE OF STUD UNLESS NOTED OTHERWISE

WALL LEGEND

- EXISTING WALL/PARTITION
- NEW WALL/METAL STUD PARTITION
- NEW 8" CMU PARTITION

SHEET NOTES:

1. PATCH EXISTING DOOR LOCATION
2. SECURITY SYSTEM BOSCH 9412G OR EQUAL WITH DOOR MONITORING AND MOTION DETECTION IN ALL SPACES



1 / A2 FLOOR PLAN 1/4" = 1'-0"

NORTH

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1005 E 5TH AVE CONVERSION

FLOOR PLAN

JOB NO. 16002

A2

DATE ISSUED

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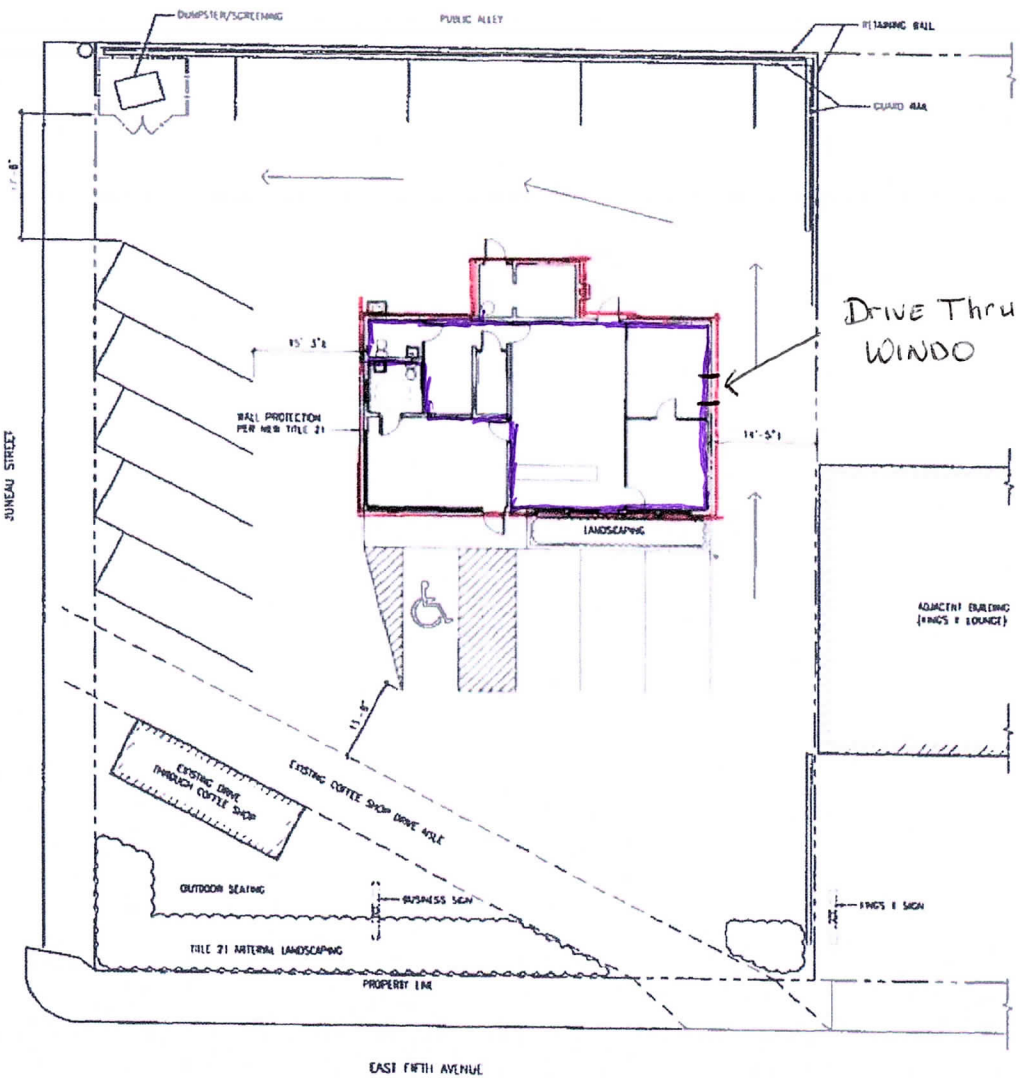

1 SITE PLAN
A1 1/8" = 1'-0"

PARKING SUMMARY – REQUIRED

"NEW" TITLE 21 2007 090

TABLE 21.07-4 GENERAL RETAIL 1 SPACE PER 350 GFA
1314 GFA/350 = 4 SPACES REQUIRED
ACCESSIBLE PARKING 1 CAR, 1 VAN
OFF STREET LOADING NONE

B-3 GENERAL BUSINESS DISTRICT

PARKING SUMMARY – PROVIDED

11 PUBLIC & STAFF
1 ADA (VAN ACCESSIBLE)
12 TOTAL SPACES

YARD – REQUIRED

FRONT	10 FT
SIDE	0 FT
BACK	0 FT

YARD – ACTUAL

FRONT	64 FT
EAST	14 FT
WEST	37 FT
BACK	29 FT

APPLICABLE BUILDING CODES AND STANDARDS

CURRENTLY ADOPTED AND AS AMENDED BY THE STATE OF ALASKA
IN ACCORDANCE WITH TITLE 13 ALASKA ADMINISTRATIVE CODE (AAC) 50.010

INTERNATIONAL BUILDING CODE (IBC) 2009 EDITION
INTERNATIONAL FIRE CODE (IFC) 2009 EDITION
INTERNATIONAL MECHANICAL CODE (IMC) 2009 EDITION
INTERNATIONAL FUEL GAS CODE (IFGC) 2009 EDITION, CHAPTERS 6 AND 7
UNIFORM PLUMBING CODE (UPC) 2012 EDITION
NATIONAL ELECTRICAL CODE (NEC) 2011
NATIONAL ELECTRIC SAFETY CODE 2012
NFPA 10 PORTABLE FIRE EXTINGUISHERS – 2010
NFPA 72 NATIONAL FIRE ALARM AND SIGNALING CODE – 2013

ALASKA STATUTE 35.10.015 ACCESSIBILITY OF PUBLIC BUILDINGS AND FACILITIES

APPLICABLE FEDERAL LAWS, REGULATIONS AND OTHER NATIONAL ASSOCIATION STANDARDS

AMERICANS WITH DISABILITIES ACT OF 1990
(PUBLIC LAW 101-336) 2010 ADA STANDARDS FOR ACCESSIBILITY DESIGN
NATIONAL FIRE PREVENTION ASSOCIATION (NFPA) STANDARDS AS INDICATED IN THE TECHNICAL SPECIFICATION OR ON THE DRAWINGS

OSHA GENERAL INDUSTRY SAFETY AND HEALTH STANDARDS (29 CFR 1910) PUBLICATION Y7206
NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS (40 CFR, PART 61)
ENVIRONMENTAL PROTECTION AGENCY (EPA) FINAL RULE (40 CFR, PART 761)

THE FOLLOWING INDUSTRY INSTITUTE AND ASSOCIATION PUBLICATIONS SHALL BE USED AS UNIFORM STANDARDS WHERE APPLICABLE.

AMERICAN IRON AND STEEL INSTITUTE
AMERICAN INSTITUTE FOR STEEL CONSTRUCTION
AMERICAN SOCIETY FOR TESTING AND MATERIALS
AMERICAN WELDING SOCIETY
PORTLAND CEMENT ASSOCIATION
NATIONAL BOARD OF FIRE UNDERWRITERS
NATIONAL ELECTRICAL MANUFACTURERS' ASSOCIATION
NATIONAL FIRE PROTECTION AGENCY
UNDERWRITERS LABORATORY STANDARDS FOR SAFETY

APPLICABLE TITLE 23 CODES ADOPTED BY THE MOA ASSEMBLY

23.05 BUILDING REGULATIONS
23.10 ANCHORAGE ADMINISTRATIVE CODE, 2011 EDITION
23.15 INTERNATIONAL BUILDING CODE, 2009 EDITION, INCLUDING APPENDICES A, C, G & H
23.20 INTERNATIONAL MECHANICAL CODE, 2009 EDITION
23.25 UNIFORM PLUMBING CODE, 2009 EDITION INCLUDING APPENDICES A, B, D, F, I & L
23.30 NATIONAL ELECTRICAL CODE, 2008 EDITION, INCLUDING THE APPENDICES
23.45 INTERNATIONAL FIRE CODE, 2009 EDITION, INCLUDING APPENDICES B-G, I, J & K
23.60 INTERNATIONAL ENERGY CONSERVATION CODE, 2006 EDITION
23.76 AMERICAN NATIONAL STANDARDS INSTITUTE/AMERICAN SOCIETY OF MECHANICAL ENGINEERS ANSI/ASME A18.1-2005 SAFETY STANDARD FOR PLATFORM LIFTS AND STAIRWAY CHAIRLIFTS
23.105 GRADING, EXCAVATION AND FILL, 2009 EDITION
23.110 INTERNATIONAL FUEL GAS CODE, 2009 EDITION, INCLUDING APPENDIX A
ICC/ANSI A117.1-2003 ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES

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SITE PLAN

JOB NO. 16002

A1

DATE 02/19/2016

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