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-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:	BAD GRAMM3R, LLC	**MJ License #:**	11121
License Type:	Retail Marijuana Store		
Doing Business As:	BAD GRAMM3R, 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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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.

All required security features outlined under the AMCO regulations such as; camera coverage inside and outside of the exterior walk-up/drive through window and additional exterior lighting. All walk-up/drive through customers will have to provide government issued photo identification, verifying that the customer is 21 years of age or older, prior to receiving a menu. All identification will be clearly captured on video surveillance. Cameras will be checked prior to sale to ensure that Bad Gramm3r knows how many people are in the vehicle and to ensure that no underage person is in the vehicle unless the underage person is the customers own child, grandchild, or ward who is not older than seven years of age and/or otherwise required by local or state law to be seated in a car seat or booster seat (or as outlined in the regulations if updated in the future). When the walk-up/drive through window is available for public use, it will be manned at all times. The drive through area of the building will not have any display cases and will only supply pre-packaged marijuana flower, concentrates, and edibles which will be locked in a secured storage area under video surveillance. All required signage such as: Restricted Access Area: Visitors Must be Escorted will be posted at the restricted area access points. The required consumer notices will be posted on the exterior of the building leading up to the exterior walk-up/drive through window. Additional signage on the exterior of the building leading up to the pick up window will state: No persons under the age of 21 past this point. Marijuana and marijuana products purchased at the exterior window will be placed in fully opaque and child-resistant packaging before being handed to a customer and will follow the labeling and limits on quantity sold as outlined in the regulations. Additional training in intoxicating substance detection will be provided to employees by a licensee or management. The drive through window has a sliding drawer for employees to safely pass products to customers and receive payments, similar to the pass through drawers at a pharmacy or bank. The drive through window consists of safety plate glass, steel bars and a Rollok pull down security panel on the inside of the window that will be secured when the window is not in use. See attached image of drive through/exterior pick up window.

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

Peter Zell

Printed Name of licensee

Signature of licensee

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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.	☐	X	☐
A local building permit is required for the proposed changes.	☐	X	

Signature of local government official

N/A
Building Permit #

10-16-2025
Date

Rick Benedict
Printed name of local government official

Current Planner
Title

*Modification to existing marijuana retail CUP required for expansion and addition of drive/ walk-up window per MSB 17.60

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:

NOTICE
ALL OCCUPANTS IN VEHICLE
MUST BE 21+ WITH VALID ID
PLEASE PLACE
PAPER
TRANSACTIONS
UNDER BAR
STOP
TRANSACTION DRAWER

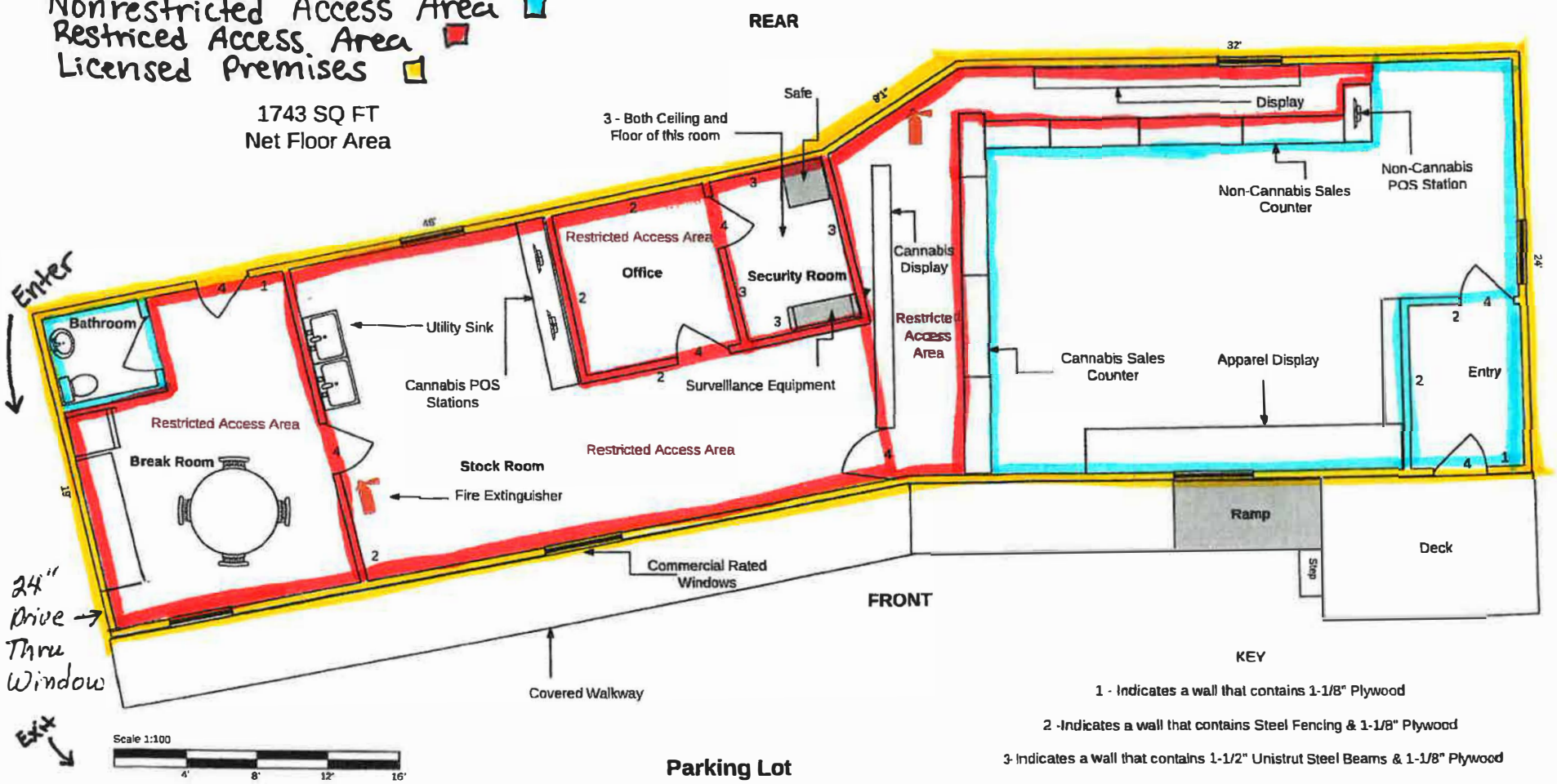
Diagrams 1, 2 & 5

BAD GRAMM3R
License 11121

INTERIOR FLOOR PLAN
NET FLOOR AREA
DIMENSIONS OF ALL STRUCTURES

Nonrestricted Access Area
Restriced Access Area
Licensed Premises

1743 SQ FT
Net Floor Area



KEY

1 - Indicates a wall that contains 1-1/8" Plywood

2 -Indicates a wall that contains Steel Fencing & 1-1/8" Plywood

3- Indicates a wall that contains 1-1/2" Unistrut Steel Beams & 1-1/8" Plywood

4- Indicates a commercial rated 3/0, 18 gauge metal door with 16 gauge metal frame

Signs can/will be posted as follows:

1. "Drive through entrance only" at entrance.
2. "Drive through exit only. Do not enter" at exit.
3. "BAD GRAMM3R Parking >" posted at various spots which can be easily seen by vehicles to direct vehicles to the parking on the Bogard road side of the building.
4. Any other traffic signs as requested or needed.

BAO GRAMM3R License 11121

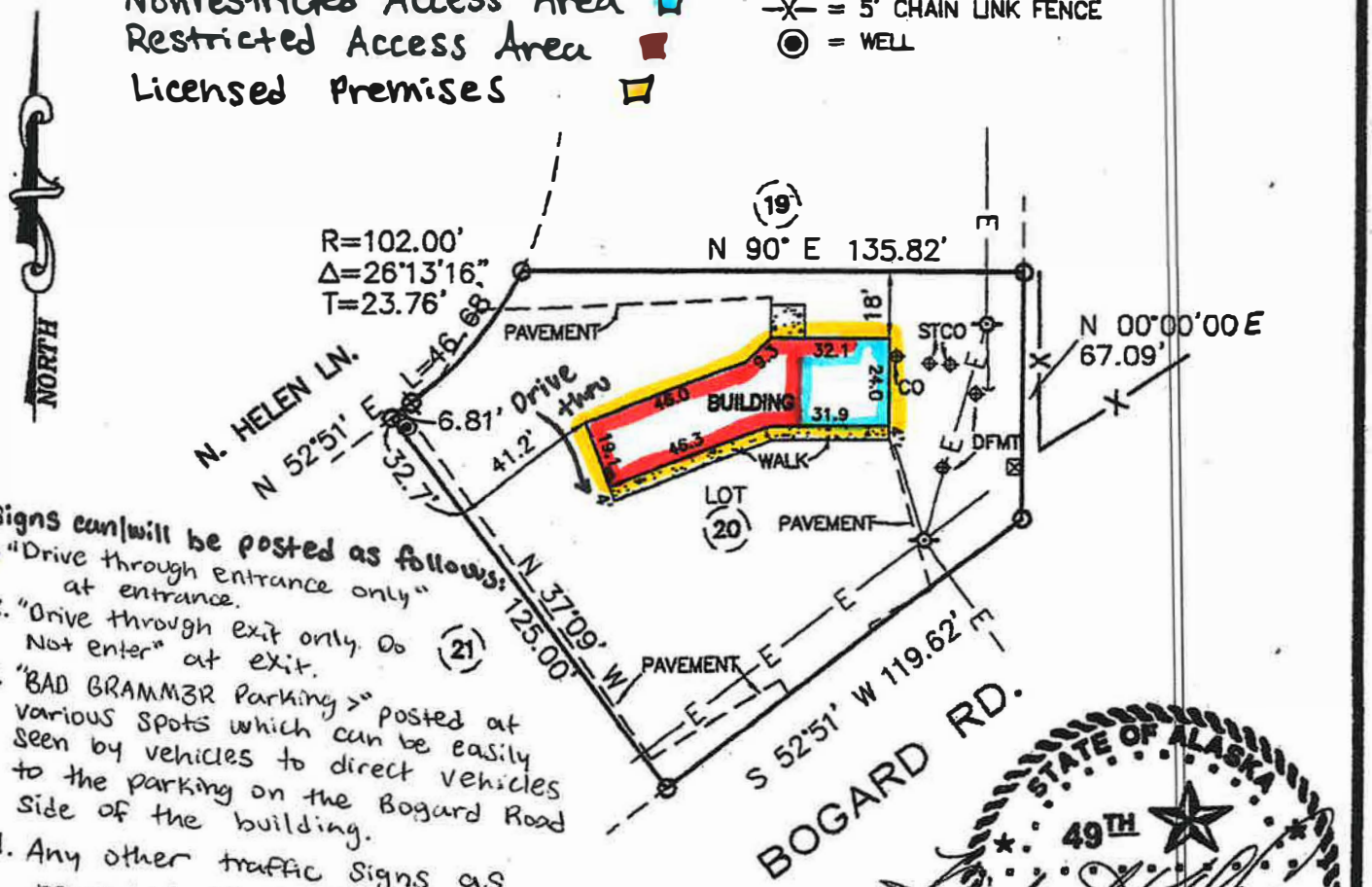
IT IS THE RESPONSIBILITY OF THE OWNER OR BUILDER, PRIOR TO CONSTRUCTION, TO VERIFY PROPOSED BUILDING GRADE RELATIVE TO FINISHED GRADE AND UTILITY CONNECTIONS AND TO DETERMINE THE EXISTENCE OF ANY EASEMENTS, COVENANTS, OR RESTRICTIONS WHICH DO NOT APPEAR ON THE RECORDED SUBDIVISION PLAT.

Diagram 3

LEGEND

- O = FOUND 5/8" REBAR, W/ RED PLASTIC CAP "DECAMP 2071-S"
- = POWER POLE
- = CABLE TV BOX
- = GUY ANCHOR
- = POWER LINE
- = 5' CHAIN LINK FENCE
- = WELL

Key:
Nonrestricted Access Area
Restricted Access Area
Licensed Premises



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4. Any other traffic signs as requested or needed.

STATE OF ALASKA 49TH Richard K. DeCamp 2071-S REGISTERED PROFESSIONAL LAND SURVEYOR

AS-BUILT LOT SURVEY

LOT 20
WILLIWAW SUBDIVISION
PALMER RECORDING DISTRICT, ALASKA

ADD UTILITIES 4/04
AS-BUILT 7/28/04

KEN DeCAMP - LAND SURVEYING
P.O. BOX 875614, WASILLA, ALASKA 99687
PHONE: (907) 376-3206

PREPARED FOR:
BERKLEY TILTON

DRAWN BY:	DATE:	DWG. NO	FIELD BOOK:
RKD, JR	JULY 2004	--	180
CHECKED BY:	**SCALE:**	**PLAT FILING NO.:**	**SEC., TWP., & RG:**
RKD	1"=50'	W-72	SEC. 2, T17N, R1W