



# Municipality of Anchorage

## Municipal Clerk's Office

### Municipal Marijuana License/Endorsement Checklist

#### Municipal Marijuana Establishment License/Endorsement

- Term: 1 Year – September 1<sup>st</sup> - August 31<sup>st</sup>
- License Information & Required Forms Available at [www.muni.org/licensing](http://www.muni.org/licensing)

A marijuana establishment may not operate in the municipality unless it has obtained the applicable marijuana establishment license/endorsement from the municipality per Anchorage Municipal Code (AMC) 10.80. The Municipal Clerk's Office encourages all applicants to read and keep a copy of AMC 10.80 for reference.

For questions regarding the Municipal Marijuana Establishment Business License please contact the Municipal Clerk's Office, Business License Official Mandy Honest at [miranda.honest@anchorageak.gov](mailto:miranda.honest@anchorageak.gov).

Requirement	Compliance Information	Complete?
<b>PRIOR TO MUNICIPAL LICENSE ISSUANCE:</b>		
All conditions listed under <b>Section 2</b> of the Assembly Resolution regarding your license/SLUP are complete or ongoing.	Municipal Clerk's Office 362 W 6 <sup>th</sup> Ave., Ste. 250 907-343-4311	<input type="checkbox"/> Yes <input type="checkbox"/> No
All conditions listed under <b>Section 3</b> of the Assembly Resolution regarding your license/SLUP are complete or ongoing.	Planning Division 4700 Elmore Rd. 907-343-7931	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Approved inspection:</b> AMCO Enforcement Provide copy of State of Alaska Marijuana License. <i>(request at <a href="mailto:amco.enforcement@alaska.gov">amco.enforcement@alaska.gov</a>)</i>	Atwood Building 550 W 7 <sup>th</sup> Ave., Ste. 1600 907-269-0350	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Approved inspection:</b> Land Use Enforcement <i>(request online at <a href="http://www.muni.org/marijuana">www.muni.org/marijuana</a>)</i>	Development Services 4700 Elmore Rd. 907-343-8301	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Approved inspection: (Fire Final Inspection #1*)</b> Building Safety Permit. Provide copy of conditional certificate of occupancy (CCO) or certificate of occupancy (CO) to Clerk's Office. (*MUST BE COMPLETED PRIOR TO FIRE LICENSE INSPECTION)	Building Safety Division 4700 Elmore Rd. 907-343-8300	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Approved inspection: (Fire License Inspection #2)</b> Fire Prevention approval of marijuana operations.	Fire Prevention Office 4700 Elmore Rd. 907-267-4964	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Approved inspection:</b> <b>RETAIL ONLY</b> -Plan Review, full shelf inspection & Health Permit issuance.	Anchorage Health Department 825 L St. 907-343-4200	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>AFTER MUNICIPAL LICENSE/SPECIAL LAND USE PERMIT ISSUED:</b>		
<b>Certificate of Retail Tax Registration:</b> <b>RETAIL ONLY</b> -Bond required.	Finance Department 362 W 6 <sup>th</sup> Ave., Ste. 330 907-343-6610	<input type="checkbox"/> Yes <input type="checkbox"/> No

*This checklist was created by the Municipal Clerk's Office to assist you in tracking the status of your municipal marijuana license and special land use permit. Please contact the Clerk's Office at 907-343-4316 to verify your license and special land use permit requirements are complete.*