



CONTRACTORS LICENSE BOARD

STANDARD OPERATING PROCEDURES



CONTRACTORS LICENSE BOARD

Inetnon Malisensiyen Kontratista

542 North Marine Corp Drive A. – Tamuning, Guam 96911
649-2211, 649-9676, 647-2965 649-2210(Fax) Website: www.clb.guam.gov



LOURDES A. LEON GUERRERO
GOVERNOR

CECIL "Buddy" L. ORSINI
EXECUTIVE DIRECTOR

JOSHUA F. TENORIO
LIEUTENANT GOVERNOR

STANDARD OPERATING PROCEDURES

INVESTIGATION SECTION:

Application for License

1. Impose investigation on every applicant, new/additional classification by :
 - a.) Verifying each certifier on both experience and character.
 - b.) An interview must be conducted to assure that the applicant is qualified for the classification he/she is applying for.
 - c.) Applicant must know how to read the blueprint, specifications and contract documents.

Consumer Complaints:

1. Receive stamped copy of complaints filed.
2. Log in complaint and assign case number.
3. Forward complaint to Supervisor/Director who will assign an Investigator.
4. OPEN a file.
5. The Investigator assigned will examine alleged violation(s).
6. The investigator will send a Notice to Appear (NTA) to the contractor.
7. If jobsite visit is necessary, the Investigator will advise the contractor & the consumer within ten (10) working days of the scheduled time & date.
8. If the Investigator concludes that the allegations have no merit, the consumer and contractor will be notified in writing (Findings & Recommendation) and the case is closed.
9. **Notice to Correct:** If there are any violations to the Rules & Regulations, a Citation will be issued to the contractor stating the nature of the violation & the penalty. The contractor can either pay the penalty & correct the violation or can contest the Citation.
10. **Notice of Hearing:** If the contractor decides to make an appeal, a formal "Notice of Hearing" before the Contractors License Board of Directors will be scheduled. The consumer will be requested to appear at the hearing to testify to the facts of the case.
11. **Decision & Order:** At the conclusion of the hearing the Board of Directors will make a decision regarding the alleged violation(s) and may impose disciplinary action (Suspension, Revocation or Refusal to renew the License (21 GCA Chapter 70 §70116).

Signing off in the Building Permit clearance:

1. Check the Building Permit No. in the plan and verify if it matches in the application form.
(If change of contractor or revisions, check old building permit no. for reference.)
2. Verify the type of project (New Construction, Renovation, Extension, Commercial, etc.)
3. Check the classification of the contractor if licensed to do the project.
4. Verify the Plans/Drawings.
5. Sign the application form and note License valid until _____.
6. Make copy of the application form.
7. Stamp date and time cleared.
8. File copy with Admin.
9. Provisional License (self-construction) subject to the requirement of CLB Rules & Regulations Part XVII.



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GOVERNOR

Joshua Franquez Tenorio
LIEUTENANT GOVERNOR

Cecil "BUDDY" L. Orsini
EXECUTIVE DIRECTOR

Buenas Yan Saludas!

APPLICATION TO APPLY FOR CONTRACTORS LICENSE:

Every applicant for a license under this Chapter shall file an application with the Contractors License Board in such form and setting forth such information as may be prescribed or required by the Board, and shall furnish such additional information bearing upon the issuance of the license as it shall require. Every application shall be sworn to before an officer authorized to administer oaths. In the case of a copartner ship, joint venture or corporation, any member or officer thereof may sign the application and verify the same on behalf of the applicant.

Every application, in the case of an individual, shall be accompanied by sworn certificates of not less than two (2) persons who have known the applicant for a period of not less than six (6) months certifying that the applicant bears a good reputation for honesty, truthfulness and fair dealings. Every application shall have three qualification stating that the individual has within 10 years, four (4) years' experience in the field they are applying for.

Applicant shall have a financial statement. Each applicant must be 18 years of age. Proof of citizenship or Permanent Resident Citizen, L-1, L-2, E-1, E-2, H-1 or H-2.

Every application for a license hereunder shall be accompanied by an application fee of Fifty Dollars (\$50.00)

EXAMINATION

Examination on law and related subjects. All applicants are required to take and successfully pass a written examination designed to test the applicant's experience and general knowledge of the building, safety, health, labor and lien laws of the Territory of Guam and administrative principles of the contracting business. This shall be called Examination, Part I.

Examination subject matters. Separate specific written examination shall be given for each classification in order to test the applicant's specialized knowledge in the field in which he desires to be licensed. This shall be called Examination, Part II

Kinds of Examination. There shall be two (2) principles kinds of examination; a 'specific' examination which is the examination approved and prescribed for the particular classification and a 'blanket' examination which is an examination approved and required for several or a group of classifications.

New Examinations. The Board shall from time to time as needed arises case new examinations to be prepared for the serval classification for contractors.

Failure to pass examination. An examinee who fails to attain a passing grade or an examination for an original license may be given a re-examination within ninety (90) days without the necessity of reapplications or additional fee.

An applicant failing two (2) full testing cycles (original examination and re-examination) will be administered another examination in the same classification for a period of one (1) year immediately following the last re-examination administered.

At any time that re-examination is necessary; a letter will be addressed to the Board by the examinee. Re-examination will be administered upon arrival.

Applicant must be again file an original application which must meet all requirements of PART III of this Rules and Regulation and again by approved by the Board.

Time and Place of Examination: The Board shall set the time and place for the examination. The Board is authorized to select the examination in the classification and applied for a list of examination approved by the Board; fix the time to be allotted to examinees; and determine the manner and conditions under which the examination shall be given which shall be uniform for all applicants for a particular classification.

Application: Once CLB reviews the application and it is approved. The applicant will be to schedule for examination.

Administrative Staff: The administrative staff is responsible for scheduling all examinations. The administrative staff requires all examinees to sign into the log sheet and examination log book. They are also responsible to administer and correct examinations.

Requirement of Sole Proprietorship

- Copy of Certificate of Transacting business under a fictitious Name form which was submitted by Department of Revenue and Taxation
- Application of Examination
- Proof of workers compensation insurance (If applicable)
- Letter from Banking Institution (Proof of Solvency) of the Owner
- Financial Statement /Balance Sheet (CPA) for the Owner - *Pursuant to Section 4308, Title 6, Guam Code Annotated, I declare under the penalty of perjury under the Laws that the foregoing is true and correct*.
- Copy of Citizenship card or passport
- Copy of test results or current license.
- Clearances from required agencies.

Requirement for Sole W/RME

- Copy of Certificate of Transacting business under a fictitious Name form which was submitted by Department of Revenue and Taxation
- Application of Owner
- Application of Responsible Management Employee
- Proof of workers compensation insurance (If applicable)
- Letter from Banking Institution (Proof of Solvency) of the Owner
- Financial Statement /Balance Sheet (CPA) for the Owner - *Pursuant to Section 4308, Title 6, Guam Code Annotated, I declare under the penalty of perjury under the Laws that the foregoing is true and correct*.
- Copy of Citizenship card or passport
- Copy of test results or current license.
- Clearances from required agencies

Requirements for Partnership

- Copy of Certificate of Transacting business under a fictitious Name form which was submitted by Department of Revenue and Taxation
- Application of Partnership
- Application of Responsible Management Employee
- Proof of workers compensation insurance (If applicable)
- Partnership Agreement
- Letter from Banking Institution (Proof of Solvency) of the Owner
- Financial Statement /Balance Sheet (CPA) for the Owner - *Pursuant to Section 4308, Title 6, Guam Code Annotated, I declare under the penalty of perjury under the Laws that the foregoing is true and correct*.
- Copy of Citizenship card or passport
- Copy of test results or current license.
- Clearances from required agencies

Requirement for LLC

- Copy of Certificate of Transacting business under a fictitious Name form which was submitted by Department of Revenue and Taxation
- Application of Partnership
- Application of Responsible Management Employee
- Proof of workers compensation insurance (If applicable)
- Partnership Agreement
- Letter from Banking Institution (Proof of Solvency) of the Owner
- Financial Statement /Balance Sheet (CPA) for the Owner - *Pursuant to Section 4308, Title 6, Guam Code Annotated, I declare under the penalty of perjury under the Laws that the foregoing is true and correct*.
- Copy of Citizenship card or passport
- Copy of test results or current license.
- Clearances from required agencies

FORM OF LICENSES:

The form of every license shall be prescribed by the Contractors License Board and shall be issued in the name of the Board.

FEES:

The annual fees for each license prescribed by this Chapter shall be as follows:

License Fee License to act as Specialty Contractor \$400.00

License to act as General Engineering Contractor \$400.00

License to act as General Building Contractor \$400.00

License Fee for Responsible Management Employee (RME).

License to act as RME in Specialty contracting \$400.00

License to act as RME in General Engineering contracting \$400.00

License to act as RME in General Building contracting \$400.00

Re-issuance of a License or issuance of a Certified Copy of License \$20.00

Application \$50.00

Application for Additional Classifications \$50.00

Letter of Good Standing \$50.00

Study Guide \$75.00

Inactive license fee (in lieu of renewal fee) \$50.00

Exam Fee \$50.00

The annual fee or inactive license fee shall be paid on or before June 30 of each year for a license year beginning on July 1. Failure, neglect or refusal of any licensee to pay the annual fee before such date shall constitute a forfeiture of license. Any such license may be restored upon written application, therefore, within one (1) year from such date and the payment of the required fee plus an amount equal to ten percent (10%) thereof.

Upon written request by a contractor, and for good cause, the Board shall place an active license in an inactive status. The license, upon payment of the annual inactive license fee, may continue inactive for a period of three (3) years after which time it must be reactivated or shall automatically become forfeited. The license may be reactivated at any time within the three (3)-year period by fulfilling the requirements for renewal, including the payment of the appropriate renewal fee.

ACTION OF LICENSE:

Within forty-five (45) days after the filing of a proper application for a license and the payment of the required fees, the Contractors License Board shall:

Conduct an investigation of the applicant and in such investigation may post pertinent information, including, but not limited to, the name and address of the applicant, and if the applicant is associated in any partnership, corporation or other entity, the names, addresses and official capacities of associates; and

Either issue a license to the applicant or else notify the applicant in writing by registered mail of the Board's decision not to grant the license and specifically notify applicant of the right to have a hearing within fifteen (15) days from the receipt of the Board's decision. The hearing shall be conducted in accordance with § 70117. (Public Law 30-11)