



Contractors License Board
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Application
&
Information Packet
To obtain a
Guam Contractors
License

When submitting application: Please follow page 5.

WHO NEEDS A CONTRACTORS LICENSE?

Any person who undertakes to construct, alter, repair, add to, subtract from, improve, move, wreck or demolish any building, highway, road, railroad, excavation or other structure, project development or improvement or do any part thereof, including therewith for another person for a fee is considered a contractor, and is required by **21 GCA REAL PROPERTY CH. 70 CONTRACTORS** to obtain a Contractors Licenses.

WHO DOESN'T NEED A CONTRACTOR'S LICENSE?

1. An officer or employee of the United States, the Territory or political subdivision, if the project or operation is performed by employees thereof;
2. Any person acting as a receiver, trustee in bankruptcy, administrator or executor, or any other person acting under any order or authorization of any court;
3. A person who sells or installs any finished products, materials or articles or merchandise which are not actually fabricated into and do not become a permanent fixed part of the structure, or to the construction, alteration, improvement or repair of personal property;
4. Any project or operation for which the aggregate contract price for labor, materials and all other items is less than Two Thousand Five Hundred Dollars (\$2,500). This exemption shall not apply in any case wherein the undertaking is only part of a larger or major project or operation, whether undertaken by the same or a different contractor or in which a division of the project or operation is made in contracts of amounts less than Two Thousand Five Hundred Dollars (\$2500) for the purpose of evading this Chapter or otherwise;
5. A registered architect or professional engineer acting solely in his professional capacity;
6. Any person who engages in the activities herein regulated as an employee with wages as his sole compensation;
7. A project or operation performed by the owner with his immediate family (son, daughter, wife, husband) or regular employees (normal year round employees not hired for the construction project), for his own personal needs (not to be sold or rented) on his own premises. Otherwise such project or operation shall be deemed performed by a contractor.
8. Any co-partnership or joint venture if all members thereof hold licenses issued under this Chapter or if the person or persons who have direct management of the contracting business thereof hold a license.

TYPES OF LICENSES

RME (Responsible Management Employee)

The title “RME” is just what the name implies. The RME is the individual responsible for the direct management of the contracting business of the licensee. It is his/her responsibility to have:

1. General supervision of the construction projects undertaken by the licensee;
2. Control of technical and administrative decisions, personnel management;
3. Review of construction contracts and enforcing compliance with all laws and regulations affecting the contracting business;
4. A bona fide employee principally employed by the licensee. However, an individual may be a RME for a maximum of three (3) companies must pay for each RME license;
5. Familiarity with all projects the firm undertakes and is responsible for enforcement of record keeping of such projects;
6. In residence in the Laws of Guam during the period in which the license is in effect or during the period a project is under construction;
7. The RME must have at least four (4) years background and experience in construction and successfully pass the required testing and clearances.

SOLE PROPRIETOR

A Sole Proprietor is an individual who owns his/her own business. If the individual applies for examination and passes the necessary examinations and obtains the necessary clearances, the individual could then apply for a license as a sole proprietor and is considered his/her own RME.

PARTNERSHIP

A Partnership is a company owned by 2 or 3 people. In order for the partnership to obtain a license to operate as a contractor, it must first qualify or hire a RME. Any of the owners may apply for examination to be the RME of the partnership; however, only 1 individual is required. All partnerships must be registered with the Department of Revenue and Taxation and a copy of the partnership agreement must be filed with our office.

CORPORATION

A Corporation is a legal entity separate from the people who own it and it requires special documentation to be licensed. Like the Partnership, the Corporation must first qualify or hire an RME in order to obtain a license to operate as a contractor. Shareholders and/ or Officers of the corporation may apply for examination to be the RME; however, only 1 is required. All corporations must be registered with the Department of Revenue and Taxation and copy of the Articles, By-Laws and Certificate of Corporation must be filed with our office.

IMPROVEMENT AND RENOVATION SALESMAN

A Home Improvement and Renovation Salesman mean an individual who, as a representative of a home improvement and renovation contractor, solicits for or negotiates a home improvement contract. Any individual representing more than one principal or acting on his own behalf as a home improvement and renovation salesman shall be treated for all purposes hereunder as a contractor and shall be required to hold a proper license.

CONSTRUCTION CLASSIFICATIONS

1. GENERAL ENGINEERING

A General Engineering contractor is a contractor whose principal contracting business is in connection with fixed works requiring specialized knowledge and skill including but not limited to the following: irrigation, drainage, water power, water supply, flood control, harbors, docks and wharves, airports, sewers and sewage disposal plants and systems, bridges, highways. Pipelines and other systems for the transmission of petroleum and other liquid or gaseous substances, parks, recreational works, refineries, chemical plants and similar industrial plants, paving and surfacing work, and other like construction.

2. GENERAL BUILDING

A General Building contractor is a contractor whose principal contracting business is in connection with any structure built, being built or to be built for the support, shelter and enclosure of persons, animals, chattels or movable property of any kind requiring in its construction the use of unrelated building trades or crafts or to do or superintend the whole or any part thereof.

3. SPECIALTY CONTRACTOR

A Specialty Contractor is a contractor whose operations as such are the performance of construction work requiring special skills and whose principal contracting business involves the use of specialized building trades or crafts or licensing to meet safety standards. There are a total of 59 Specialty Classifications. (See page of application for listing and definition).

When submitting application: The application and all documents on this page & must be original.

STANDARD REQUIREMENTS

Any individual who wishes to obtain a Guam Contractors License must complete an “Application for Examination” (form attached) and meet, or have the following:

1. Within the last 10 years, 4 years practical experience in the classification for which they are applying for. You may be able to use technical, or apprenticeship training, or education in lieu of a portion of the practical experience requirements. (Details below)

A maximum of 1 ½ years will be granted upon submission of a copy of an AA degree from an accredited school or college in Building Construction Management.

A maximum of 2 years will be granted upon submission of the following:

- *Certificate of Completion of Apprenticeship from an accredited apprenticeship program or a certified statement of completion of apprenticeship training in the classification(s) applied for or;
- *A copy of a four year degree from an accredited college/university in the fields of Accounting, Business, Economics or areas related to the classification(s) applied for or;
- *A copy of a professional degree in law

A maximum of 3 years will be granted upon submission of the following:

- *A copy of a 4 year degree *and* official transcripts of record from an accredited college/university in Architecture, Construction Technology, or any field of Engineering which is directly related to the classification(s) applied for.

2. Each applicant must submit 3 “Certificates in Support of Examinee’s Experience Qualification” (forms are attached) from persons who have known the applicant and can acknowledge the applicant’s skills in the classifications(s) applied for. **(Need Originals)**
3. Each applicant must submit sworn statements from 2 persons who have knowledge of the applicant’s good reputation for honesty, truthfulness and fair dealings. **(Need Originals)**
4. Each applicant must submit a financial statement. **(Need Originals)**
5. Each applicant must be 18 years of old.
6. Proof of citizenship. U.S. Citizenship or Permanent Resident Citizen, L-1, L-2, E-1, E-2,H-1 or H-2. **(Must See Original)**
7. Proof of Financial solvency – Bank letter of credit attesting to solvency or monthly statement from the bank (must have an amount). **(Need Original)**

Upon completion of the application and submittal of the above requirements, the applicant will be required to pay the application fee of \$50.00 in order to be scheduled for examination in the classification(s) applied for. (Example: Applied for C13 (Electrical) you will pay \$50.00 for Law & \$50.00 for C13 which is a total of \$100.00 for testing only).

TESTING

The examination is taken in two Parts. Part 1 will cover the general law, as applied to construction, i.e. workers compensation, fair labor standards, wage and hour and OSHA. Part 11 will cover the trade or classification(s) applied for. Every individual who wishes to obtain a contractors license is required to take Part 1 of the examination. Not all classifications or specialties have examinations. Therefore; Part 11 will depend on what classification(s) are applied for.

Testing is conducted on the 2nd and 4th Tuesday of the month. You will be scheduled for examination when you submit your application and pay the application fee. *Once you have been scheduled and you fail to take the examination, without giving prior notice, you will be required to pay the application fee again before a new schedule can be made.*

Our office has study material available for each classification that requires examination. However, these study material are available, \$75.00 fee, only upon payment of your application fee. The classification(s) being applied for will determine which study guides can be purchased.

In order to achieve a passing grade, you must score at least 76% or more in each examination administered.

AFTER YOU PASS THE TEST.....

Once you pass the examination, you will be required to complete an application for your license. This is the time when you must decide on the type of license you want. (Sole Proprietor, Partnership or Corporation).

SOLE PROPRIETORS are required to complete an application for license and obtain clearances from the following five (5) agencies:

Department of Revenue and Taxation: Four (4) sections must clear your application. They include Business License Branch, Gross Receipts Tax Branch, Income Tax Assistance Branch and the Collection Branch.

Department of Labor: Five (5) sections must clear your application. They include Workers' Compensation Section, Wage and Hour, Bureau of Labor Statistics Section, Alien Labor Processing & Cert. Div. (ALPCD) and OSHA Section.

Department of Land Management: Only one (1) clearance is required from this agency. The “Zone Clearance” form, which is attached to the application, must be completed in order to obtain clearance. In addition, it is advisable to bring with you proof of ownership of the lot(s) that you will be using or written authorization from the owner of the lot(s).

Department of Public Works: Clearance from this agency is obtained from the Building Permits Section.

Department of Public Health: You will be required to obtain clearance from this agency if you have alien labor in your work force. The purpose of this clearance is to ensure that the housing provided by your company meets the minimum requirements.

Peals Board: Clearance from this agency will be obtained if you have the classification A.

PARTNERSHIPS are also required to complete an application for license, which must be signed by all partners, and obtain clearances from the same agencies as Sole Proprietors. In addition, they are required to provide the following documents:

- Proof of Workers’ Compensation;
- Verification of account from each partner’s financial institute; Proof of financial solvency – Bank letter of credit attesting to solvency or financial statement from the bank.
- A letter to the Contractors License Board appointing the RME, with the RME’s acceptance of appointment; and
- A copy of the partnership agreement filed with the Department of Revenue and Taxation.

CORPORATIONS, like Sole Proprietors and Partnerships, are also required to complete an application for license, which must be signed by 2/3 of the officers, and obtain clearances from the same agencies. Additional documents that need to be submitted are:

- Proof of Workers’ Compensation;
- A copy of the Corporation’s Articles, By-Laws and Certificate of Corporation;
- A letter to the Contractors License Board appointing the RME, with the RME’s acceptance of appointment;
- A copy of the Treasurer’s Statement as submitted to the Department of Revenue and Taxation.
- Proof of financial solvency – Bank letter of credit attesting to solvency or financial statement from the bank.

In addition to the above requirements, all applications for license must be accompanied by a copy of the construction contract that the company will use. This contract shall provide a clear statement of the following:

- A. Amount of contract
- B. Date work is to commence and number of days for completion
- C. Work to be performed and materials to be used
- D. Approximate percentage of work to be sub-contracted
- E. Must provide a clear statement of the risk of loss of any payments made to a salesman.

WHAT HAPPENS NEXT????

Now that you have passed the examination(s), obtained all the clearances, and submitted all the necessary documents, our office will verify all references and ensure that everything is in order. This process includes the Licensing and Investigation Sections of our Agency reviewing your documents. Once our office has done the review, your application will be forwarded to the board of Directors for final approval.

Based on **21 GCA REAL PROPERTY CH. 70 CONTRACTORS, Section 70115**, the Board shall conduct an investigation on all applications and either issue a license or provide written notification to the applicant stating the reason(s) for denying a license within forty-five (45) working days after the application is filed.

LICENSE FEES AND EXPIRATION DATES

Once your application is approved by the board of Directors, you will be notified on the amount of your license fee. Fees are pro-rated for new licenses as follows:

First Quarter (July to September)	\$400.00
Second Quarter (October to December)	\$300.00
Third Quarter (January to March)	\$200.00
Fourth Quarter (April to June)	\$100.00

All licenses expire on June 30 of each year and must be renewed on or before to avoid forfeiture of the license. Should a licensee fail to renew on or before the expiration date, he/she may be required by the board to resubmit an application for re-examination.

SPECIALTY CLASSIFICATIONS & DEFINITION LISTING

C-1 Acoustical Tile Contractor: A specialty contractor whose contracting business is the execution of the contracts requiring the ability to execute preparatory work necessary to bring surfaces to a condition where acoustical tile can be laid and to lay such tile by the use of adhesive or other acceptable installation media and to install metal suspension members and place acoustical materials for suspended ceilings.

C-2 Aluminum Shingle & Siding Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to install aluminum shingles and siding so that an acceptable water-tight surface is obtained.

C-3 Asphalt Paving & Surfacing Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently proportion, mix and place paving and surfacing consisting of graded mineral aggregates bonded with asphalt or bituminous materials so that a firm, smooth surface suitable for roadways, runways and parking areas is obtained.

C-4 Boiler, Hot Water Heating & Steam Fitting Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently install fire-tube and water-tube power boilers and hot water heating boilers, including all fitting and piping, valves, gauges, pumps, radiators, convectors, fuel/oil tanks, fuel/oil lines, chimneys, fuels, heat insulation and all other devices, apparatus and equipment pertinent thereto.

C-5 Cabinet & Millwork Contractor: A specialty contractors whose contracting business is the execution of contracts requiring the ability to intelligently cut, surface, join and frame work and wood products into cabinets, cases, sash, doors, trim, non-bearing partition and such other mill products as are by the custom and usage accepted in the building and construction industry as cabinet and millwork. Included is the placing and finishing in buildings of such cabinet and millwork.

C-6 Carpentry Framing Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently do carpentry framing. Such work to include floor framing and siding, roof framing including wood truss, roof sheathing and such other work as is by custom and usage accepted in the construction industry as carpentry framing. **This classification also includes work of the C-58 (Wood Flooring Contractor).**

C-7 Carpet Laying Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently prepare floor surfaces to a condition where acceptable fabric floor covering can be laid thereon and to lay such covering.

C-8 Cement Concrete Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently proportion and mix aggregates, cement and water to make acceptable concrete and to pour, place and finish same, including the placing and setting of screens and forms for driveways and sidewalks. **Excluded in this classification is the work covered by classification**

C-9 Septic Tank Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to excavate and install septic tanks in compliance with the requirements of the Department of Public Health.

C-10 Concrete Paving & Surfacing Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently proportion, mix and place paving and surfacing consisting of graded mineral aggregates bonded with cement so that a firm, smooth surface suitable for roadways, runways and parking areas is obtained.

C-11 Demolition Contractor: A specialty contractor business is the execution of contracts requiring the ability to intelligently demolish all types of buildings or structures and to remove all of such building or structure from the premises on which it was built.

C-12 Drywall Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently install gypsum wallboard systems and sheathing; to tape and fill joints and indentation of wallboard with simulated acoustic or gypsum texture. **This classification does not include work performed by classification C-33 (Painting) and C-36 (Plastering) Contractors.**

C-13 Electrical Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to place, install, erect or connect any electrical wires, fixtures, appliances, apparatus, raceways or conduits and lines which transmit, transform or utilize electrical energy.

C-13A Pole & Line Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to dress, ground, and anchor and erects poles designed to carry electrical wires and to connect and string electrical wires and fixtures and apparatus to and between such poles. **C-13 (Electrical Contractor) is a pre-requisite to obtaining this classification.**

C-14 Electrical Sign Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently fabricate, install and erect electrical signs.

C-15 Electronic System Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently install, maintain, repair and service electronic equipment and electronic controls for public address, intercommunication, master antenna and music distribution systems. Electronic controls include those controls in conjunction with other specialty contracting work.

C-16 Elevator Installation Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently fabricate, install and erect sheaves beams motors, sheaves, cable and wire rope, guides, cab, counter weight, doors(including sidewalk elevator doors), hydraulic systems, automatic and manual controls, signal systems, and all other devices, apparatus and equipment appurtenances for the usage and efficient installation and operation of electrical, hydraulic and manually-operated elevators.

C-17 Excavating, Grading & Trenching Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently dig, move and place earthen materials for a cut, fill, grade or trench, including the used of explosive in connection therewith.

C-18 Fencing Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently assemble, fabricate and install metal fencing and gates.

C-19 Fire & Burglar Alarm Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently install, maintain and require fire and burglar alarm systems.

C-20 Fire Protection Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently layout, fabricate and install approved types of fire prevention and protection systems including all mechanical apparatus, devices, piping and equipment appurtenances thereto except electrical devices, apparatus and wiring which shall be installed by specialty contractors in the classifications C-13 or C-15. The licensee shall have the ability to comply with applicable provisions of the NBFU Standards to meet all requirements of the local authorities having jurisdiction.

C-21 Floor Covering Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently prepare floor surfaces to a condition where he can lay acceptable flooring with the use of linoleum, rubber, vinyl, cork, asphalt, plastic aluminates or such other materials as are by custom and usage in the construction industry known as composition flooring.

C-22 Glazing Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently cut glass and to glaze frames, panels, sash and doors. It shall also include fabrication and installation of shower doors, tub enclosures, metal jalousies store front metal and trim plastics, tempered glass doors including such items as frames and hardware and any allied products not stipulated above but affiliated with the glass and glazing industry.

C-23 Granite Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently proportion and mix aggregates, cement and water and to pneumatically apply and finish the mix including the setting of ground wires and pencil rods to establish the finished surface planes.

C-24 House & Building Moving and Wrecking Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently raise and underpin buildings so that alteration, additions, repairs and new sub-structures may be built under the permanently retained portions of such building and to move or wreck buildings provided; however, that wrecking shall be limited to those buildings which could otherwise be moved in whole or not more than three sections.

C-25 Institutional & Commercial Equipment Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently install laboratory equipment, food services equipment, folding and sliding partitions, stationary metal partitions, and such other equipment and materials as are by custom and usage accepted in the construction industry as institutional and commercial equipment work. **Excluded is the work done by classification C-13 (Electrical) and C-37 (Plumbing) Contractors.**

C-26 Insulation Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently install any insulating media in buildings and structures for the sole purpose of temperature control.

C-27 Landscaping Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently prepare plots of land for architectural horticulture and to provide decorative treatment and arrange gardens, lawns, shrubs, vines, bushes, trees and other decorative vegetation; construct conservatories, hot and green houses, drainage and sprinkler systems and ornamental pools, tanks, fabricate and place garden furniture, statuary and monuments in connection therewith.

C-28 Lathing Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently apply wood and metal lath, or any other materials which provide a key or suction base for the support of plaster-coating; including the light gauge metal shapes for the support of metal or other fireproof lath.

C-29 Lift Slab Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently lift or lower concrete slabs or prefabricated steelwork, in a vertical dimension, into predesignated positions through the use of jacks.

C-30 Limited Home Improvement & Renovation Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently perform the carpentry work to remodel and/or to make repairs to existing building or structures and to do any other work which would be incidental and supplemental to such remodeling or repairing. This contractor shall be licensed only for contractors not exceeding Four Thousand Five Hundred Dollars (\$4,500).

C-31 Masonry Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently select, cut, and lay brick and other baked clay products, rough stone, cut and dressed stone, artificial stone and pre-cast blocks, structural glass brick or block, laid at random or in courses with or without mortar.

C-32 Ornamental Metal Contractor: A specialty contractor, whose contracting business is the execution of contracts requiring the ability to intelligently cast, cut, shape, stamp, forge, weld, braze, solder, and fabricate any metal used in the building construction industry for the architectural treatment and ornamental decoration of buildings and structures. **Excluded in this classification is the work done by classification C-44 (Sheet Metal Contractor) and C-48 (Structural Steel Contractor).**

C-33 Painting & Decorating Contractor: A specialty contracting business is the execution of contracts requiring the ability to intelligently prepare surfaces, including the taping of joints in wallboard, and to apply acceptable finishes thereon with the use of paints, varnishes, shellacs, stains, fillers, waxes and any other vehicles and materials that may be mixed and applied as finish to surfaces of buildings including texture coating and coverings.

C-34 Pest Control Contractor: A specialty contractor whose contracting business is the execution of contracts requiring a practical knowledge of the life cycles, habits and habitat of insects or pests in wood to enable him to determine where the insects or pests are and the proper method to use in ridding a building of such insects or pests. **Excluded in this classification is the work done by classification C-47 (Structural Pest Control Contractor).**

C-35 Pile Driving & Foundation Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently drive pilings of wood, concrete or steel to cut off same and prepare pilings for permanent foundations.

C-36 Plastering Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently prepare mixtures of sand, gypsum, plaster, quicklime or hydrate lime and water, or materials to create a permanent surface coating; including coloring for same, and to apply such mixtures by use of a plasterer's trowel, brush or spray gun to any surface which offers a mechanical key for the support of such mixture, or to which such mixture will adhere by suction; and to apply lath or any other material that will provide a base for such mixture.

C-37 Plumbing Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently install water supply piping systems, waste water piping systems and fuel gas piping systems; within such structures and works where people or animals live, work and /or assemble.

C-38 Post Tensioning Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently apply compression to concrete structures or various components by the use of steels, bars or wires and to bring such bars or wires to proper tension after the structures or components are built or placed.

C-39 Reconditioning Concrete Pipeline Contractor: A specialty contractor business is the execution of contracts requiring the ability to intelligently recondition or restore concrete water or sewer lines through the use of manually or machine applied grout.

C-40 Refrigeration Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently construct, erect and install devices, machinery and units including Temperature insulation units, ducts, blowers, registers, humidity and thermostatic controls for the control of air temperature below fifty degrees Fahrenheit in refrigerators, refrigerator rooms and insulated refrigerator spaces.

C-41 Reinforcing Steel Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently fabricate, place and tie still reinforcing bars (rods) of any profile, perimeter or cross section, that are or may be used to reinforce concrete buildings and structures.

C-42 Roofing Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently prepare surfaces and apply a water-tight covering to such surfaces with the use of any or all of the following: asphalt, pitch, tar, felt, glass, fabric, flax, composition, shingles, roof tile, slate and such other materials that are established by use and costumed as suitable for a water-tight cover. **Included in this classification are the work performed by a C-55 (Waterproofing) contractor. Excluded in this classification is the work performed by classification C-2 (Aluminum Roofing & Siding) or C-59 (Wood Shingle & Shake) Contractors.**

C-43 Sewer, Sewage Disposal, Drain, Cement Pipe Laying Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently fabricate concrete and masonry sewers, sewage disposal, and drain structures, packaged sewer disposal plants, sewage lift stations, septic tanks and appurtenances thereto; to lay iron, steel, concrete, vitreous and non-vitreous pipe; including the excavation, grading, trenching, backfilling, paving and surfacing in connection therewith.

C-44 Sheet Metal Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently cut, shape, fabricate and install sheet metal such as ornices, flashings, gutters, ladders, rainwater downspout, pan, kitchen equipment, duct work and metal flues.

C-45 Spray Texture Coating Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently prepare surfaces and apply acceptable texture coating finishes. **Excluded in this classification are the works performed by classification C-33 (Painting & Decorating) and C-36 (Plastering) Contractors.**

C-46 Stone Masonry Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently select, cut and dress stone, and to construct ornamental walls, veneer walls and structure walls or columns from such stones; to lay stone in such manner that an acceptable paved surface is obtained and to construct stone retaining walls with or without mortar, sufficient in strength and weight to retain the earth which it was built to retain.

C-47 Structural Pest Control Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the practical knowledge of the life cycles, habits and habitats of wood-destroying insects and household pests; the ability to destroy same and to intelligently repair any damage resulting from such insects and pests. **Included in these classifications is the work performed by classification C-34 (Pest Control) Contractor.**

C-48 Structural Steel Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently fabricate and erect structural steel shapes, bars, rods and plated of any profile, perimeter or cross-section that are or may be used as structural members for buildings and structures, including riveting, bolting, welding and rigging in connection therewith.

C-49 Swimming Pool Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to construct swimming pools with the use construction industry trades as are necessary for the construction of such pools.

C-50 Tile Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to prepare a base upon which ceramic and other tile work, including all pseudo ceramic tile products, will adhere by suction or by adhesive and to install such tiles.

C-51 Warm Air Heating, Ventilating & Air Conditioning Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently fabricate and install warm air heating and cooling systems, complete air conditioning systems, except those air conditioning systems requiring refrigeration as an integral part of the system.

C-53 Solar Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to place, install and erect apparatus for heating, water heating, air conditioning, refrigeration or other devices powered by solar energy or conversion of solar energy to electromotive forces used or to be used for specialties listed in Public Law 14-51 or these Rules & Regulations. **Pre-requisites for the classification are: C-13 (Electrical), C-37 (Plumbing), C-40 (Refrigeration) & C-51 (Warm Air Heating, Ventilating & Air Conditioning).**

C-54 Water Chlorination Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to chlorinate water lines so that tests approved by the Department of Public Health show that water in such lines meet the standard of that department and is acceptable by the Department of Public Health.

C-55 Waterproofing Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently apply felt, flax, glass, asphaltum, pitch, latex or other materials or any combination for any thereof to surfaces to prevent, hold, keep and stop water vapor from penetrating and passing such materials.

C-56 Welding Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently use gases and electrical energy or other heating media, fluxes and metal rods to cause materials to become fused or jointed together.

C-57 Well Drilling Contractor: A specialty contractor whose contracting business is the execution of contracts requiring some practical knowledge for geology, hydrology, the occurrence of water in the ground, water levels in wells; the prevention of surface and sub-surface contamination and pollution of the ground-water supply; and the ability to intelligently bore, drill, excavate, and cover ground surfaces as necessary to complete the work.

C-58 Wood Flooring Contractor: A specialty contractor whose contracting business is the execution of contracts requiring the ability to intelligently law and repair wood floor and to finish such floors by sanding, filling and sealing.

C-68 Classified Specialist: A specialty contractor whose operations as such is in the performance or construction work requiring special skills and whose contracting business involves the use of specialized building trades in crafts not listed above and who meets the standards set by the board for such classification.

TEMPORARY CLASSIFICATIONS under C-68: The Contractors License Board (CLB) temporarily classifies the following list of specialist under C-68 in accordance to Part IV of the CLB Rules and Regulations.

****Above/Underground Fuel Tank Installation & Fuel Leak Monitoring:** A specialty contractor who installs and /or removes above/underground fuel storage tanks up to 20,000 gallons which have been or are to be used for dispensing gasoline, diesel fuel, waste oil or kerosene (no chemicals). This work involves the installation and/or removal of all incidental tank related piping, electrical work, including the installation of vapor probes in back fill areas of the tanks and any associated calibration work, including but not limited to the testing and adjustment of leak detection and vapor recovery equipment, such as automatic tank gauges, leak line detectors, vapor recovery lines, and in-station diagnostics. This contractor also performs work on pumps hoists, or other related equipment for facilities such as, but not limited to, service stations.

****Air Quality Control & Air Emission Tech:** Air Quality Control & Air Emission Contractor test and monitors air quality with modern instruments for the control of air pollution. This classification includes the testing of air for the protection of high pollution levels in the air. This Contractor must be certified with the proper local and or federal governments.

****Algae Removal:** Algae Removal Contractor uses approved chemicals and other equipment to safely remove algae from but not limited to pools, ponds, tanks and other areas where algae may grow, including the maintenance and prevention of algae growth.

****Asbestos Abatement or Removal:** Asbestos Abatement or Removal Contractor engages in any activity involving the enclosure, removal encapsulation, renovation, repair, demolition, or other disturbances of asbestos or asbestos-containing material that may become friable. The Contractor must follow any/all local and or federal government laws regarding Asbestos Abatement or Removal.

****Cathodic Protection:** Cathodic Protection Contractor performs the work of controlling the corrosion of a metal surface by plating it with another, more corrosive metal, the more corrosive metal surface the cathode of an electrochemical cell. This method is used to protect metal structures from corrosion.

****Crane/Crane Lifting/Rental:** Crane/Crane Lifting/Rental Contractor uses a crane to raise, lower, cribs, underpins and moves or removes structures, including the foundations, classification also allows the contractor to rent the crane.

****Epoxy Coating/Injection:** Epoxy Coating/Injection Contractor prepares concrete for the application of epoxy coating/epoxy injection.

****Garage Door Installation (Doors and Windows Shutters):** Garage Door Installation Contractor installs, services, repairs and maintains all types of residential, commercial or industrial mechanical, overhead and sliding garage doors, including installation of window shutters which involves similar installation methods.

****Generator Maintenance, Generator & Shelter Installation:** Generator Maintenance, Generator Shelter Installation Contractor installs, services, repairs and maintains all types of residential, commercial or industrial generators. This classification does not include construction of buildings for the shelter of the generators.

****Guard Railing (Now under C-18 Fencing and Guard Railing):** Fencing and Guard Railing Contractor assembles, fabricates, installs, services, repairs and maintains metal fencing, gates, hand rails and guard rails.

****Horizontal Directional Drilling:** Horizontal Directional Drilling Contractor does sub-surface trenchless drilling for the installation of underground utilities.

****Lead/Lead Base Paint /Abatement/Removal:** Lead / Lead Base Paint / Abatement / Removal Contractor test for possible lead / lead base paint contamination. More than one test may be required to ensure accuracy. Once the extent of contamination has been established, the contractor should determine the best method of abatement and all abatement alternatives should be considered. This contractor must follow any/all local and or federal government laws regarding Lead/Lead Base Paint-Abatement/Removal.

****Leak Detection:** Leak Detection Contractor uses special equipment to find, indicate and locate leaks in water and fuel lines.

****Mold Remediation:** Mold Remediation Contractor identifies the extent of the mold hazard in a structure. Then removes or cleans contaminated materials in a way that prevents the emission of fungi and dust contaminated with fungi from leaving a work area and entering an occupied or non abatement area, while protecting the health of workers performing the abatement, including the maintenance and prevention of mold from reoccurring.

****Ordnance Logistics Services:** Ordnance is defined as military material such as combat weapons of all kinds with armament – guns, ammunition and all equipment needed to control, operate and support the weapons. An ordnance logistics services contractor performs condition inspections, certifications, storage, inventory, segregation, packaging, surface transportation and loading/off-loading to/from vessels/aircraft of ordnance material or other associated material. Handling operations of these materials include the use of various industrial type equipments to include but not limited to mobile cranes, tractors, trailers, fork trucks, top loaders, etc. All personnel directly involved in these operations must be qualified and certified through an explosive safety program and must adhere to all federal and local requirements and regulations.

****Painting & Road Marking:** Painting & Road Marking Contractor prepares, but not limited to roadways, runways, driveways and parking areas for paint parking stripes, highway stripes or play court lines and install epoxy buttons or white dome dividers on highway.

****Pipe Fitting:** Pipe Fitting Contractor prepares, cut, fabricates and assemble pipe.

****Rock Crushing / Blasting:** Rock Crushing/Blasting Contractor prepares earthen material for crushing and performing blasting work.

****Sand / Water Blasting:** Sand/Water Blasting Contractor uses the force of compressed air in conjunction with abrasive materials or water to clean or prepare surfaces for any protective, decorative and/or functional treatment.

****Shutter/Typhoon Shutters & Blinds Installation (Shutter/Typhoon Shutter And Window Covering):** Shutter / Typhoon Shutters & Blinds Installation Contractor fabricates, maintains, repairs and installs decorative architectural functional window/glass or door covering products for the protection against typhoon force winds and criminal intrusion products, including but not limited to the following types of materials and fabrics that make up louvers, shutters, typhoon shutters, venetian and mini blinds. Residential or commercial draperies, expanded metal, aluminum accordion and panel type, window and door shutter/typhoon shutters.

****Sign / Sign Installation:** Sign / sign Installation contractor fabricates, maintains, repairs and installs all types of nonelectrical signs, including but not limited to post or pole support signs, signs attached to structures, painted wall signs and modifications to existing signs.

****Solar Power Systems:** Solar Power Systems Contractor assembles and installs photovoltaic panels, batteries, control and related low voltage D.C. wiring.

****Solar Energy Systems:** Solar Energy Systems Contractor assembles, installs, maintains and repairs solar hot water systems in residential and commercial buildings and swimming pools, provided that this shall not include the installation of heat pumps or water heaters. To install all solar heating and cooling systems in residential, commercial and industrial buildings.

****Solar Hot Water Systems:** Solar Hot Water Systems Contractor assembles, installs, maintains and repairs collectors, storage vessels, controls, pumps and piping in connection therewith.

****Solar Heating and Cooling Systems:** Solar Heating and Cooling Systems Contractor installs, maintains and repairs solar heating and cooling systems; provided that all specialty work requiring a license is subcontracted to contractors licensed to perform that work.

****Telecommunications:** A Communications/Telecommunications Contractor installs, services, repairs and maintains all types of communication. These systems include, but are not limited to telephone systems, sound systems, cable television systems, closed-circuit video systems, satellite dish antennas, computer repair, computer networking and data systems including the associated cabling, wiring, or fiber optics.

****Traffic Lights:** Traffic Lights Contractor installs, services, maintains and repairs, traffic lights and lights for pedestrian traffic. This contractor must follow any/all local laws regarding Traffic Lights. **A, C13-Electrical Contractor & C13A Pole and Line Contractor classifications are prerequisites to obtaining this classification.**

****Water Tanks:** Water Tank Contractor installs, maintains and repairs water storage tanks for the purpose of residential, commercial, agricultural and other related uses. Potable water tanks must meet National Sanitation Foundation (NSF) requirements for safe storage of drinking water. **Electrical work if necessary must be done by specialty contractors in the classification C-13 Electrical Contractor. Plumbing work if necessary must be done by specialty contractors in the classification C-37 Plumbing Contractor.**

****Miscellaneous Retail Products:** Miscellaneous Retail Products Contractors enters into contracts to install miscellaneous retail products sold by the licensee; provided that the installation work shall be subcontracted to and physically performed by appropriately licensed contractors. The licensee shall operate as a retailer at a fixed location; file a \$50, 000 surety bonds with the board; provide in-house financing; inform consumers that they do not physically perform the installation work and state that in all advertising; and be primarily responsible and liable for the actions of the other contractors performing the installation work. All Licensee Contractors must be licensed with the proper classifications.

****Prefabricated Steel Building:** Prefabricated Steel Building Contractor installs, maintains, and repairs, prefabricated steel buildings for but not limited to commercial, agricultural, industrial and residential use. The structure must meet all local government building codes.
B-General Building Contractor classification is a prerequisite to obtaining this classification.

**CHECK LIST FOR EXAMINATION FOR
ORIGINAL APPLICATION**

Name : _____

Classification: _____

Phone Number: _____

_____ Completed Application

_____ Three (3) Qualifications

_____ Two (2) Character

_____ Proof of Citizenship (U.S. Citizen or Permanent Resident Alien, L1, L2, E1, E2, H1 Or H2)

_____ Financial Statement *It is required to state*:

Pursuant to Section 4308, Title 6, Guam Code Annotated, I declare under the of penalty perjury under the laws that the foregoing is true and correct

_____ Letter from Bank or End of the month statement from Bank

_____ Experience Form

Name of Investigator: _____

Signature of Investigator: _____

Investigator Supervisor Signature: _____

Classification(s) applicant qualifies for: _____

Notes: _____

Date returned to licensing section: _____

Administrative Section Employee: _____

Signature of Admin. Staff: _____



Guam Contractors License Board

Guahan Inetnon Manlisenaiyen Kontratista
542 N. Marine Drive Suite A, Tamuning, Guam 96913
Tel: 649-9676, 649-2211, 649-2214 or 649-2210 (Fax)



APPLICATION FOR EXAMINATION GUAM CONTRACTORS LICENSE

(RESPONSIBLE MANAGEMENT EMPLOYEE)

Application Fee: \$50.00

TYPE OR PRINT LEGIBLY IN INK

Name of Applicant (Last, First, Middle Initial)		Telephone Number (Home/Work/Cellular)
Mailing Address:		Email address:
Residential Address (House#, Street Name & Village)		
Social Security Number	Date of Birth	Citizenship
Classification(s) Applying For		

All of the following questions must be answered. If you answer “yes” to any of the following question, attach a detailed statement identifying the transaction (i.e. past due bills, claims, suits, judgments of record or pending, or liens of record) and include the names and addresses of the parties involved. Indicate on the statement whether or not the obligation was discharged in bankruptcy.

- Are there any unpaid past due bills or claims for labor, material, or services as a result of any construction contract or work undertaken by you or any organization in which you were a member?
[] Yes [] No
- Are there now any liens, suits, or judgments of record pending as a result of any construction contract or work undertaken by you or any organization in which you were a member?
[] Yes [] No
- Have you ever been convicted of any offense in Guam, or elsewhere, other than traffic violations?
[] Yes [] No
- Have you, or any organization in which you were a member of the personnel, had a contractor’s license or any professional or vocational license denied, suspended or revoke by this or any other state?
[] Yes [] No
- Are there now any judgments or admitted claims against any bond or cash deposit, in your name or in the name of any organization which you were a member, required by Law?
[] Yes [] No

WORK EXPERIENCE

Describe, in detail, your work experience. List most recent experience first.

Name and Address of Employer		Telephone Number	
Job Title	Period of Employment (Start –End)	Full-Time or Part-Time	
Describe, in detail, your duties and responsibilities			

WORK EXPERIENCE

Describe, in detail, your work experience. List most recent experience first.

Name and Address of Employer		Telephone Number	
Job Title	Period of Employment (Start –End)	Full-Time or Part-Time	
Describe, in detail, your duties and responsibilities			

WORK EXPERIENCE (Continued)

Describe, in detail, your work experience. List most recent experience first.

Name and Address of Employer		Telephone Number	
Job Title	Period of Employment (Start –End)	Full-Time or Part-Time	
Describe, in detail, your duties and responsibilities			

EDUCATIONAL or TECHNICAL TRAINING

List all educational or technical training below that pertain to the classification you are applying for. Original or certified copies of transcripts, Certificate of Degree or Apprenticeship Certification must be submitted with your application.

Name of Location of College, University or Training Institution	Course of Study	Type of Degree	Date Completed

I certify, under penalty of perjury under the laws of Guam, that the information provided above is true and correct. I also authorize the Contractors License Board to access, inquiry or obtain information necessary in order to clear my application for the purpose of obtaining a license from their office.

Signature of Applicant

Date

FOR CONTRACTORS LICENSE BOARD USE ONLY

NAME: _____

DATE OF EXAM	CLASSIFICATION	SCORE

NOTES & COMMENTS

CERTIFICATE IN SUPPORT OF EXAMINEE’S EXPERIENCE QUALIFICATIONS

Name of Applicant (Last, First, M.I.)
Please Print Clearly or Type

CERTIFIER MUST COMPLETE THE REMAINDER OF THIS FORM

Describe, in detail, as you know, the trades and duties performed by the Applicant.

How long have you known the applicant? _____

Describe your relationship to the applicant (employee/employer, supervisor/subordinate) _____

Did the applicant demonstrate a level of knowledge and skill expected of them in the duties described above? _____

Name of Certifier	Telephone Number(s)
Mailing Address	

I declare, under penalty of perjury under the laws of Guam, that the information herein is true and correct. (6 GCA &4308)

Signature of Certifier

Date

CERTIFICATE IN SUPPORT OF EXAMINEE’S EXPERIENCE QUALIFICATIONS

**Name of Applicant (Last, First, M.I.)
Please Print Clearly or Type**

CERTIFIER MUST COMPLETE THE REMAINDER OF THIS FORM
Describe, in detail, as you know, the trades and duties performed by the Applicant.

How long have you known the applicant? _____
Describe your relationship to the applicant (employee/employer, supervisor/subordinate) _____

Did the applicant demonstrate a level of knowledge and skill expected of them in the duties described above? _____

Name of Certifier	Telephone Number(s)
Mailing Address	

I declare, under penalty of perjury under the laws of Guam, that the information herein is true and correct. (6GCA &4308)

Signature of Certifier

Date

CERTIFICATE IN SUPPORT OF EXAMINEE’S EXPERIENCE QUALIFICATIONS

**Name of Applicant (Last, First, M.I.)
Please Print Clearly or Type**

CERTIFIER MUST COMPLETE THE REMAINDER OF THIS FORM
Describe, in detail, as you know, the trades and duties performed by the Applicant.

How long have you known the applicant? _____
Describe your relationship to the applicant (employee/employer, supervisor/subordinate) _____

Did the applicant demonstrate a level of knowledge and skill expected of them in the duties described above? _____

Name of Certifier	Telephone Number(s)
Mailing Address	

I declare, under penalty of perjury under the laws of Guam, that the information herein is true and correct. (6GCA &4308)

_____ **Signature of Certifier**

_____ **Date**

CERTIFICATE IN SUPPORT OF EXAMINEE'S CHARACTER

Name of Applicant (Last, First, M.I.)
Please Print Clearly or Type

CERTIFIER MUST COMPLETE THE REMAINDER OF THIS FORM

The undersigned certify that I have known the applicant, whose name is subscribed above, to have a good reputation for honesty, truthfulness and fair dealings.

Comments:

How long have you known the applicant? _____

Describe your relationship to the applicant (employee/employer, supervisor/subordinate) _____

Name of Certifier	Telephone Number (s)
Mailing Address	

**Declare, under penalty under the laws of Guam, that the information herein is true and correct.
(GCA4308)**

Signature of Certifier	Date
-------------------------------	-------------

CERTIFICATE IN SUPPORT OF EXAMINEE'S CHARACTER

Name of Applicant (Last, First, M.I.)
Please Print Clearly or Type

CERTIFIER MUST COMPLETE THE REMAINDER OF THIS FORM

The undersigned certify that I have known the applicant, whose name is subscribed above, to have a good reputation for honesty, truthfulness and fair dealings.

Comments:

How long have you known the applicant? _____

Describe your relationship to the applicant (employee/employer, supervisor/subordinate) _____

Name of Certifier	Telephone Number (s)
Mailing Address	

**Declare, under penalty under the laws of Guam, that the information herein is true and correct.
(GCA4308)**

Signature of Certifier	Date
-------------------------------	-------------

BANK LETTERHEAD

This information is CONFIDENTIAL and furnished
As a matter of business courtesy in reply to your inquiry.
No responsibility is assumed by the BANK of _____ or
its officer.

DATE: _____

CONTRACTORS LICENSE BOARD

The information check below is in reply to your recent inquiry regarding
*****JOHN DOE*****

And is given in confidence without liability on the part of this bank. It is based solely on our direct
experience with our customer.

___ Enclosed signature compares favorably.

___ Has maintained an account since	<u>January 1, 2010</u>
Year to Date	<u>\$15,000.00</u>
Present Balance	<u>\$10,000.00</u>
Account Number (S)	Savings ACCT #0102-11111

___ Account has been satisfactory.

___ Credit relations have been satisfactory.

___ Unable to locate record of credit relations.

___ Account recently opened. Not yet identified.

___ Please give full name, address, and line of business as we have similar names.

___ Please give the name or address of the branch where the subject is known.

Otherwise, we are unable to locate this name. We shall be pleased to recheck it for you upon receipt
of this specific reference.

REMARKS: _____

I, John Doe
Authorized the Bank of Hawaii
To release information

Joe Cruz
Operations Officer
Agana Branch

**** SAMPLE ****

**GMD Construction
Financial Statement
As of September 01, 2015**

ASSETS

Current Assets

Checking/Savings

Cash in Bank 2,700.00

Cash on Hand 100.00

Total Current Assets \$2,800.00

Other Assets

Tools 1,000.00

Back hoe John Deer (2) .00

Total Other Assets \$1,000.00

TOTAL ASSETS

\$2,900.00

LIABILITY & EQUITY

Liabilities

GGEFCU – Auto (Rav 4) 00

PFCU – Auto (Tacoma) 00

PFCU - Loan .00

Liabilities \$.00

TOTAL LIABILITIES & EQUITY

\$2,900.00

MUST STATE ON DOCUMENT:

****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.****

Name: _____

Date: _____

Signature: _____

Title: _____

**PROJECTS AND EXPERIENCES COMPLETED BY _____ IN SUPPORT FOR A
"C-8" - CEMENT CONCRETE CONTRACTOR LICENSE**

Project Start Date	Project End Date	Project	General Contractor	Trade Classifications Supervised	Scope of Work	Position / Title
22-Feb-10	22-May-10	City Mill-Nimitz Renovation 660 N. Nimitz Hwy, Honolulu, HI 96817	John Doe Construction, Inc.	Laborers, Masons, Carpenters, Sheet Metal Workers, Painters, Cement Finishers, Equipment Operators, Ironworkers, Plasterers, Tapers, Tile/Terrazo Setters, Welders, Roofers, Tile Setters, Electricians	Install new structural steel canopy into existing CMU walls. Install grout and reinforcing steel into un grouted CMU cells. Demolish, remove and replace existing corroded rebars in existing concrete eaves. Repair spalling concrete. Elastomeric coatings, epoxy injection, elastomeric membrane. Welding and structural steel, sheet metal roofing, sheet metal work, painting, ceramic tile work, concrete restoration and repair, plaster, electrical work, Scaffolds, forklifts, manlifts, skyjacks.	President/ RME

SAMPLE

Project and Experience

For: _____

Project Start Date	Project End Date	Project	General Contractor	Trade, Classification(s), Supervised	Scope of Work	Position/Title