CONTRACTORS LICENSE BOARD

Inetnon Malisensiayen Kontratista

542 North Marine Corp Drive, Bldg. A • Tamuning, Guam 96913
Tel: (671) 649-2211 / 9676 • Fax: (671) 649-2210 • http://www.clb.guam.gov

LOURDES A. LEON GUERRERO
GOVERNOR

JOSHUA F. TENORIO
LT. GOVERNOR

CECIL "BUDDY" L. ORSINI
EXECUTIVE DIRECTOR

March 01, 2021

Buenas Yan Saludas,

The Office of the Contractors License Board (CLB) will begin the process of clearing all ***"2022 License Application Renewals"*** beginning March 15, 2021. Please be advised that failure to pay ***Inactive License Fees*** or to ***"RENEW"*** your license on or before **June 30, 2021** shall automatically constitute a forfeiture of your license. At this time, you may visit or call the CLB for more information and to pick up the ***"2022 License Application Renewal"*** form.

In order to effectively renew for active status for License Year 2022, you must proceed to the following agencies for clearances:

- **Department of Revenue and Taxation**
  4 stamps required - Business License Section, GRT Section, Income Tax Section, Collection.
- **Department of Labor** (G.C.I.C. Bldg. Hagåtña)
  5 stamps required - OSHA On-Site, Bureau of Labor Statistics, Wage & Hour, Worker's Compensation, *Alien Labor Processing & Certification.
- **Department of Land Management** – The Permit Center (DPW)
- **Department of Public Works** – The Permit Center (DPW)
- **Department of Public Health** – Only for H2 Barracks
- **Professional Engineers, Architects, Land Surveyors (P.E.A.L.S.) Board** – 2nd Floor, East-West Building, Upper Tumon (If Contractors has "A" Classification)

Also required is a **proof of financial solvency**. This is a bank letter of credit attesting to solvency or a financial statement from your bank. A sample form is attached to print and to provide your financial institution for review. Additionally **proof of Workers Compensation Insurance** is required.

If in need of further assistance, please contact the Guam Contractors License Board Office at **(671) 649-2211 or 649-9676.**

Dångkolo Na Si Yu'os Ma'åse'

CECIL "BUDDY" L. ORSINI
Executive Director

2022 RENEWAL APPLICATION

Instruction & Information Sheet

Please read before completing the application for renewal.
If you have any question, please contact our office at 647-2965, 649-2211 or 649-9676.

DEFINITION OF LICENSE TYPES

SOLE PROPRIETOR LICENSE: A license issued to an individual who passed the examination and opened his or her own company. **Sole proprietors are required to complete Parts I, II & III of the renewal application.**

SOLE PROPRIETOR WITH RESPONSIBLE MANAGEMENT EMPLOYEE (RME) LICENSE: A license issued to an individual who opens his or her own company but hires another individual who passed the examination to represent his or her company as the RME. **Sole Proprietors with Responsible Management Employees are required to complete all parts of the renewal application.**

PARTNERSHIP LICENSE: A license issued to a company owned by two (2) or more individuals. All partnerships must be registered with the Department of Revenue and Taxation. The partnership must hire an individual who passed the examination to be the RME or one of the owners must pass the examination on behalf of the partnership. **Partnerships are required to complete Parts I, III & IV of the renewal application.**

CORPORATION LICENSE: A license issued to companies registered with the Department of Revenue and Taxation as a Corporation. Like partnerships, the corporation must hire an individual who passed the examination to be the RME or have one of the corporate officers pass the examination on behalf of the corporation. **Corporations are required to complete Parts I, III & IV of the renewal application.**

JOINT VENTURE LICENSE: A license issued when two (2) currently licensed companies work together. The joint venture may be for particular projects only or may be for all work undertaken by each company. **Joint Ventures are required to complete Parts I, III & IV of the renewal application.**

PART I – COMPANY INFORMATION

If your company has a fictitious name (dba) you must reflect the full name of the corporation on the application and it must be registered as well with the Department of Revenue and Taxation.
Example: XYZ Corporation (dba) Zee Construction Company.

The classifications of a company are always the same as the classification of its responsible management employee. If a company has more than one (1) RME, then the company's classifications are a combination of all its RMEs classifications.

PART II –OWNER INFORMATION

Please ensure that all information is provided. If any information is a duplication of the company information "DO NOT USE".

PART III- QUESTIONS

All questions must be answered. Detailed statements must be attached to the renewal application for all questions with "yes" answer. Failure to answer may delay the process of your application.

PART IV- RESPONSIBLE MANAGEMENT EMPLOYEE (RME)

The license number of the RME is always different from the company's license number.
Exception: Sole Proprietor License.
Please ensure that all information pertaining to the RME is provided. Residential addresses should have a house number, street name, and village. Lot numbers will not be accepted as the residential address. In addition, email address, residential phone numbers, mobile and pager numbers are also requested. Be assured that the information will be for the use of our Agency. Only information on the companies that the RME represents will be given to the general public.

AGENCY CLEARANCE FORMS

Clearance from all agencies listed on the Agency Clearance Form is required. Failure to obtain complete clearances will delay the renewal process.

REQUIRED DOCUMENTS: Upon completion of the application and obtaining clearances, the following documents must be provided to our office in order to process your application. Please note that our office will not make copies. You must furnish our office with a copy of each of the following documents:

PROOF OF WORKERS COMPENSATION INSURANCE: Companies that have employees, part-time or full-time, must obtain workers compensation insurance. In the event that a corporate officer or partner is the RME of the company, workers compensation insurance for the RME is required if the RME does not own 51% or more of the company.

FINANCIAL SOLVENCY STATEMENT: A bank prepared letter of credit attesting to solvency or a financial statement. A sample form has been provided for your financial institution to review.

PROJECT LISTING: A complete listing of all projects, requiring a building permit, obtained between July 1, 2020 and June 30, 2021.

PAYMENT

Receipts must first be picked up at the CLB office. Payments may then be made at the TREASURER OF GUAM between the hours of **8:00 a.m. to 12:00 p.m.** and **1:00 p.m. to 5:00 p.m.** Monday to Friday, except on holidays.

*****CLB WILL CHARGE $1.00 FOR EACH COPY MADE THROUGH THE OFFICE*****

FEE SCHEDULE

LICENSE FEES FOR COMPLETED RENEWAL APPLICATIONS PROCESSED BETWEEN MARCH 15, 2021 & JUNE 30, 2021

Sole Proprietor:	$450.00	
Sole Proprietor with RME:	$900.00	($450.00 for each additional RME)
Partnerships:	$900.00	
Corporation with 1 RME:	$900.00	($450.00 for each additional RME)
Joint Venture:	$900.00	

LICENSE FEES FOR COMPLETED RENEWAL APPLICATIONS PROCESSED AFTER JUNE 30, 2021

Sole Proprietor:	$495.00	
Sole Proprietor with RME:	$990.00	($495.00 for each additional RME)
Partnerships:	$990.00	
Corporations with 1 RME:	$990.00	($495.00 for each additional RME)
Joint Venture:	$990.00	

All corporation, joint ventures, and partnerships must qualify or hire an individual as a Responsible Management Employee (RME).

Application for Renewal - License Year 2022

Guam Contractors License Board
542 N. Marine Corp. Drive – A
Tamuning, Guam 96913
Tel: 646-7262/649-2211/649-9676
Fax: 649-2210

[ ] Sole Proprietor – Complete Part I, II & III
[ ] Sole w/RME - Complete All Parts
[ ] Partnership – Complete Part I, III & IV
[ ] Corporation – Complete Part I, III & IV
[ ] Joint Venture – Complete Part I, III & IV

PART I – COMPANY INFORMATION

** Name of Company			** Company License No. #	** GRT Number
** Mailing Address:				
** Office Phone	**Alternate Phone	** Fax	** Cell Phone	** E-Mail Address
** Office Location (Example: 123 S. Street Name, Tamuning, Guam) DO NOT USE LOT NUMBER OF POST OFFICE BOX ADDRESS				
** Classification(s)				

PART II – OWNER INFORMATION (If company is a Corporation, Partnership, or Joint Venture, DO NOT COMPLETE THIS SECTION-GO DIRECTLY TO PART III.

**Name of Owner		**Social Security Number	
**Residential Address (DO NOT USE LOT NUMBERS OR POST OFFICE BOX- USE HOUSE NUMBER, STREET NAME & VILLAGE)			
**Home Phone	**Cell Phone	Other Telephone Numbers	** E-Mail Address

PART III – ALL OF THE FOLLOWING QUESTIONS MUST BE ANSWERED. Attach a detailed statement identifying the transaction, and include the names and addresses of the parties involved for each "YES" answer.

1. 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 the company? **[ ] Yes [ ] No**

2. Are there any liens, suits, or judgments of record pending as a result of any construction contract or work undertaken by you or the company? **[ ] Yes [ ] No**

3. Are there any judgments or admitted claims against any bond or cash deposit required by Law, posted by the company or owner or share holder(s)? **[ ] Yes [ ] No**

I/We certify, under penalty of perjury under the laws of Guam that the information provided above and all supplementary statements are true and correct. I/We also authorize the Contractors License Board to access, inquire or obtain information necessary in order to process my/our application for the purpose of obtaining a license from their office.

Signature of Owner/Partner/Corporate Officer	Date	Signature of Owner/Partner/Corporate Officer	Date
Signature of Owner/Partner/Corporate Officer	Date	Signature of Owner/Partner/Corporate Officer	Date

**** Required fields: Application will not be accepted without this information.**

All corporations, joint ventures, and partnerships must qualify or hire an individual as a Responsible Management Employee (RME). The following section pertains to the individual who will serve as the RME.

PART IV- RESPONSIBLE MANAGEMENT EMPLOYEE (RME) INFORMATION.

(If there is more than one RME, please make a copy of this form)

** Name of Responsible Management Employee (RME)		** RME's License No. #	** Social Security Number
**Mailing Address			
** Residential Address (DO NOT USE LOT NUMBER OR POST OFFICE BOX ADDRESSES-USE HOUSE NUMBER, STREET NAME AND VILLAGE)			
** Home Phone	** Cell Phone	Pager	** E-Mail Address
** Classification(s)			

The signature below indicates that _____ hereby appoints the above individual as the RME of My/our company.

_____
Name of Company

_____
Signature of Owner/Partner/Corporate Officer Date

I, the undersigned, accept appointment as the Responsible Management Employee (RME) for the company stated above. I understand my duties include supervising personnel on construction, daily inspections of project progress to ensure compliance with the plans, specifications, building codes, and laws of the Laws of Guam.

I also understand I must provide the Contractors License Board with a written notification of my dissociation, upon resignation or termination as the RME of the above company, or the company (ies) listed below. Furthermore, I declare, under penalty or perjury under the laws of the Laws of Guam, that all statements, information, and representations in this application, are true and accurate.

In addition to the company above, I am currently the RME for the following company (ies).

**Company
**Company

_____
Signature of Responsible Management Employee Date

**** Required fields: Application will not be accepted without this information.**

Agencies Clearance Form - License Year 2022

Company Name	Social Security or Employment Identification Number (EIN)
Name of Owner or RME	GRT Number:

YOU MUST OBTAIN EACH DEPARTMENT AND SECTION LISTED BELOW. IF STAMPS ARE INCOMPLETE, THE APPLICATION PROCESS MAY BE DELAYED.

DEPARTMENT OF REVENUE AND TAXATION (4 STAMPS)
BUSINESS LICENSE SECTION GRT SECTION INCOME TAX SECTION COLLECTION

DEPARTMENT OF LABOR (5 STAMPS)
OSHA ON-SITE BUREAU OF LABOR STATISTICS WAGE & HOUR WORKER'S COMPENSATION

DEPT. OF LABOR (ALIEN LABOR PROCESSING & CERT. DIV. (ALPCD)

DEPT. OF LAND MANGMENT (PERMIT CENTER)

DEPT. OF PUB WORK (PERMIT CENTER)

DEPT. OF PUBLIC HEALTH (ONLY FOR H-2 BARRACKS)

PEALS BOARD (A Class)

ZONE CLEARANCE FOR CONTRACTORS LICENSE

(To be attached to contractor's license application)

THIS FORM MUST BE COMPLETED IN ORDER TO OBTAIN A CLEARANCE FROM THE DEPARTMENT OF LAND MANAGEMENT. IF YOU ARE LEASING, RENTING OR USING A LOCATION FOR OFFICE, BARRACKS, EQUIPMENT AND STORAGE YARD OR STORAGE OF CONSTRUCTION MATERIALS, PLEASE ATTACH ALL OF THE REQUIRED DOCUMENTS AS SHOWN ON BACK OF THIS FORM.

COMPANY NAME: _____

1. OFFICE LOCATION:

Lot No:	**Block Number:**
Tract No:	**Municipality:**

2. BARRACKS:

Number of Alien Employees: _____ If more the five (5), where are they being housed?

_____

Lot No:	**Block Number:**
Tract No:	**Municipality:**

3. EQUIPMENT AND STORAGE YARD:

Do you have any heavy equipment? ( ) Yes ( ) No

If yes, where are they parked or stored when not in use:

Lot No:	**Block Number:**
Tract No:	**Municipality:**

4. STORAGE OF CONSTRUCTION MATERIALS:

Lot No:	**Block Number:**
Tract No:	**Municipality:**

I certify that the above information is true and correct.

_____	_____	_____
Name (Print)	**Name (Signature)**	**Date**

Guam Contractors License Board
542 N. Marine Corps Dr. – Bldg. A
Tamuning, Guam 96913
Tel: 647-2965/649-2211/9676 • Fax: 649-2210

LICENSE PERIOD COVERED
[ ] July 1, 2019 – June 2020
[ ] July 1, 2020 – June 2021
[ ] July 1, 2021 – June 2022

PROJECT LISTING

Company Name: _____ RME Name: _____

Company License #: _____ RME License #: _____

Please provide a complete listing of all contracts, whether the contract was oral or written, obtained during the ***License Period*** *selected above.*

	Client Name & Address	Description of Contract	Contract Amount	Bonding Company	Permit No. (If any)	Primary Contractor	Sub-Contractor Name
	SAMPLE: Joe & Ann Salas P.O. Box 2-A Hagatna, Guam 96900	3 Bedroom, 3 Bath Concrete	$2,000,000.00	XYZ Insurance Co.	B05007	Yes	ABC Construction Co.
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

The above information is submitted under penalty of perjury under the laws of Guam.

Signature of Owner / Partner / Corp. Officer	Name of Owner / Partner / Corp. Officer	Title	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 GUAM
or its officer.

DATE:_____

CONTRACTORS LICENSE BOARD
_____
_____

SAMPLE

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 January 1, 2016
Year to Date $15,000.00
Present Balance $10,000.00
Account Number (s) Savings ACCT # 0102-111111

____ 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:_____NONE_____
_____

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

_____
Joe Cruz
Operations Officer
Agana Branch

PROOF OF FINANCIAL SOLVENCY, (BANK LETTER OF CREDIT ATTESTING TO SOLVENCY OR FINANCIAL STATEMENT FROM THE BANK)

Office Location Map - License Year 2022

Company Name: _____

RME Name: _____

Company License #: _____ RME License #: _____

Business/Office Address: _____

_____

Mobile #: _____ Email Address: _____

PLEASE DRAW A MAP BELOW & SHOW LANDMARKS WITHIN THE VICINITY

DECLARATION AND ACKNOWLEDGMENT

The "Class A - General Engineering Contractor" license is issued under the authority of the Contractors Licensing Board ("CLB") in accordance with Chapter 70 (Contractors) of Title 21 (Real Property) of the Guam Code Annotated (21 GCA §§ 70101, *et seq.*). The intent of the law establishing the categories or classes of different licenses issued by the CLB was to differentiate the types of construction for which contraetors may qualify. The words "General Engineering" as used in the Class A license issued by the CLB, are intended to denote that type of construction commonly referred to as "horizontal construction," and are not intended to authorize any engineering activity which is licensed and regulated by the Guam Board of Registration for Professional Engineers, Architects and Land Surveyors (PEALS Board).

The PEALS Board maintains strict rules regarding the use of the term "Engineering" and the practice of offering "engineering services." Unless a person or company is licensed and registered with the PEALS Board, offering or advertising engineering services or general engineering is a violation of the law. This includes, without limitation, use of these words on business cards, newspaper or magazine articles and advertisements, and phone listings. Specifically, 22 GCA § 32102 states (emphasis added):

> **§ 32102. GENERAL PROVISIONS**
>
> In order to safeguard life, health, and property, and to promote the public welfare, the practice of engineering, architecture and land surveying in Guam is hereby declared to be subject to regulation in the public interest. It shall be unlawful for any person to practice, or to offer to practice, engineering, architecture or land surveying in Guam as defined in the provisions of this Title, or to use in connection with his name or otherwise assume, or advertise any title or description tending to convey the impression that he is an engineer, an architect or land surveyor, unless such person has been duly registered or exempted under the provisions of this Title. The practice of engineering, architecture and land surveying shall be deemed a privilege granted by the territory through the Guam Board of Registration for Professional Engineers, Architects and Land Surveyors, based on the qualifications of the individual as evidenced by his certificate of registration, which shall not be transferable.

I, _____, as the Responsible Managing Employee of

_____ (name of firm/company), by my signature below, hereby acknowledge that the issuance of a Class A - General Engineering Contractor license does not authorize me or the above-named company to engage in, offer, advertise or othetwise perform engineering as a regulated and licensed by the PEALS Board in accordance with the Professional Engineers, Architects and Land Surveyors Law (22 GCA §§ 32101, *et seq.*). I further acknowledge that doing so constitutes a violation ofthe law, subject to all applicable penalties and prosecution authorized by law.

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF GUAM THAT THE FOREGOING IS TRUE AND CORRECT.

Acknowledged by: _____

Signature: _____

RME Name: _____

Date: _____