



# CONTRACTORS LICENSE BOARD

Guahan Inetnon Manlisenaiyen Kontratista  
542 N. Marine Drive Suite A, Tamuning, Guam 96913  
Tel: (671) 649-9676/649-2211/649-2214 or 649-2210 (Fax)



## Requirements for Sole Proprietor

Attached are the application forms required to obtain a Contractors License as a Sole Proprietor. The following information is being provided to assist you in processing your application. All sections of the application must be completed.

Individuals who wish to use a fictitious name must complete the attached form titled "Certificate of Transacting Business under a Fictitious Name", have it notarized and registered with the Department of Revenue and Taxation, business License Division.

You will be required to submit the following documents, in addition to the attached application, in order for our Agency to process your license.

- \_\_\_\_\_ **\*A copy of the "Certificate of Transacting Business under a Fictitious Name" form which was submitted to the Department of Revenue and Taxation;**
- \_\_\_\_\_ **\*Proof of Workers Compensation Insurance (if you have employees)**
- \_\_\_\_\_ **\*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 Individual's Passport or Citizenship Card.**
- \_\_\_\_\_ **\*Copy of test result or Current License**

Upon submission of the application & required documents, our office will process the application for presentation to the Board of Directors. Once your application has been approved by the Board of directors, you will be notified on the fees that are due.

If you have any questions, please feel free to contact our Licensing Section at 649-9676.



## APPLICATION FOR CONTRACTORS LICENSE AS A SOLE PROPRIETOR



|                                                       |                      |
|-------------------------------------------------------|----------------------|
| <b>Name of Company</b>                                |                      |
| <b>Mailing Address</b>                                | <b>Email Address</b> |
| <b>Office Location</b>                                |                      |
| <b>Telephone Numbers (Include Fax &amp; Cellular)</b> |                      |
| <b>Classifications:</b>                               |                      |

The following section pertains to the owner of the company. Please ensure that all information being requested is provided.

|                                                           |                               |                                                |
|-----------------------------------------------------------|-------------------------------|------------------------------------------------|
| <b>Name (Last, First &amp; Middle)</b>                    | <b>Social Security Number</b> | <b>Telephone Numbers (Home &amp; Cellular)</b> |
| <b>Home Address (House No., Street, City &amp; State)</b> | <b>Date of Birth</b>          | <b>Date of Examination</b>                     |

I declare under penalty of perjury under the laws of the Territory of Guam that the foregoing is true and correct (6GCA; & 4308).

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**

## AGENCY CLEARANCE FORM

|                      |                                                           |
|----------------------|-----------------------------------------------------------|
| 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**

**BUSINESS LICENSE SECTION   GRT SECTION   INCOME TAX SECTION   COLLECTION**

**DEPARTMENT OF LABOR**

**OSHA ON-SITE   BUREAU OF LABOR STATISTICS   WAGE & HOUR   WORKER'S COMPENSATION**

**DEPARTMENT OF LABOR (ALIEN PROCESSING & CERT. DIV. (ALPCD))**

**DEPT. OF LAND MANGMENT**

**DEPT. OF PUB WORK  
BUILDING PERMITS**

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

**PEALS BOARD  
(AClass Only)**

# 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 Employee(s): \_\_\_\_\_ If more than 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: |

**21 GCA REAL PROPERTY CH. 66 BUILDING LAW § 66402.** Same. (a) The building official, in order to accomplish the express purpose of this law as set forth in § 66102, shall inspect or cause to be inspected from time to time, but not less than once every three (3) years, all buildings, structures, appurtenances and equipment in order to verify proper maintenance, continues compliance with the applicable provisions of this Chapter and with such other laws, rules and regulations as may be applicable.

\*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\*

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Date

## BANK LETTERHEAD

This information is CONFIDENTIAL and furnish  
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

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 the customer.

\_\_\_\_ Enclosed signature compares favorably.

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| ____ Has maintained an account since | <u>January 1, 2009</u>            |
| Year to Date                         | <u>\$15,000.00</u>                |
| Present Balance                      | <u>\$10,000.00</u>                |
| Account Number (s)                   | <u>Savings ACCT # 0102-111111</u> |

\_\_\_\_ 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

\_\_\_\_\_  
Thomas Morrison  
Operation Officer  
Agana Branch

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

# **\*\* SAMPLE \*\***

**JOHN DOE**

## **Financial Statement**

**As of September 01, 2015**

### **ASSETS**

#### **Current Assets**

##### **Checking/Savings**

Cash in Bank 10,000.00

Cash on Hand 800.00

**Total Current Assets** **\$18,800.00**

#### **Other Assets**

Tools 3,000.00

Back hoe John Deer (2) 7,500.00

**Total Other Assets** **\$10,500.00**

**TOTAL ASSETS** **\$29,300.00**

### **LIABILITY**

#### **Liabilities**

GGEFCU – Auto (Rav 4) 8,000

PFCU – Auto (Tacoma) 5,000

PFCU - Loan 500

**Total Liabilities** **\$13,500.00**

**TOTAL LIABILITIES & EQUITY** **\$15,800.00**

**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:** \_\_\_\_\_



# Office Location Map

Company Name: \_\_\_\_\_

RME Name: \_\_\_\_\_

Company License#: \_\_\_\_\_ RME License #: \_\_\_\_\_

Business/Office Address: \_\_\_\_\_

\_\_\_\_\_

Mobile #: \_\_\_\_\_ Email Address: \_\_\_\_\_

PLEASE DRAW A MAP BELOW & SHOW LANDMARKS WITHIN THE VICINITY



Department of Revenue & Taxation  
Government of Guam

*Certificate of Transacting Business  
Under A Fictitious Name*

Applicant Name:

This is to certify that \_\_\_\_\_  
Whose mailing address is: \_\_\_\_\_  
transacting business at: \_\_\_\_\_  
in GUAM under a designation not showing the name of the (person) (partnership) (corporation) (llc)  
(llp) interested in such to wit:

Proposed DBA (Doing Business As):

" \_\_\_\_\_  
\_\_\_\_\_ "

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Name/Title

CITY OF HAGATNA)

( ss:

GUAM, U.S.A. )

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me a Notary Public in and for  
Guam U.S.A. personally appeared \_\_\_\_\_ known to me  
to be the Person(s) whose Name(s) (is) (are) subject to the within instrument and acknowledged to me  
that (he) (she) (they) executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed by OFFICIAL SEAL in day  
year first above written.

\_\_\_\_\_  
NOTARY PUBLIC in and for Guam

PLEASE READ

The filing fee is \$25.00 for each DBA or Fictitious Name

Before notarizing this document, please check with the General Licensing and Registration Branch  
to ensure that the Fictitious Name you wish to utilize is available for use and is not duplicated.





The Guam Board of Registration for  
**PROFESSIONAL ENGINEERS, ARCHITECTS & LAND SURVEYORS**

## 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 contractors 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 otherwise 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 of the 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: \_\_\_\_\_