

# 2009 RENEWAL APPLICATION

## Instruction & Information Sheet

Please read before completing the application for renewal. If you have any question, please contact our office at 646-7262, 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, residential phone numbers, cell numbers and pager numbers are also requested. Be assured that these numbers 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 FORM

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 STATEMENT:** We will accept one of the following: **Balance Sheet which would need to be signed by individual who prepared the document.**

**PROJECT LISTING:** A complete listing of all projects, requiring a building permit, obtained between July 1, 2007 and June 30, 2008.

#### **PHOTOS**

Sole Proprietors: 1 each, 2X2, (PASSPORT) photo of the Owner  
Sole Proprietor w/RME: 1 each, 2X2, (PASSPORT) photo of the Owner and Responsible Management Employee (RME)  
Partnership or Corporation 1 each, 2X2, (PASSPORT) photo of the Responsible Management Employee (RME)

**\*\*NOTE\*\* NO APPLICATIONS WILL BE ACCEPTED WITHOUT PHOTO (PASSPORT) \*\***

#### PAYMENT

Payments will be made to TREASURER OF GUAM from 7:00 a.m. to 6:00 p.m. Receipts must be picked up first at CLB office.

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

#### FEE SCHEDULE

##### LICENSE FEES FOR COMPLETED RENEWAL APPLICATIONS ARE PROCESSED BETWEEN APRIL 1, 2008 & JUNE 30, 2008

Sole Proprietors:	\$450.00	
Sole Proprietors w/RME:	\$900.00	(\$450.00 for each additional RME)
Partnership:	\$900.00	
Corporation w/ 1RME:	\$900.00	(\$450.00 for each additional RME)
Joint Venture:	\$900.00	

##### LICENSE FEES FOR COMPLETED RENEWAL APPLICATIONS PROCESSED AFTER JUNE 30, 2008

Sole Proprietors:	\$495.00	
Sole Proprietors w/RME:	\$990.00	(\$495.00 for each additional RME)
Partnerships:	\$990.00	
Corporations w/ 1RME:	\$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)

Guam Contractors License Board  
 542 N. Marine Corp. Drive – A  
 Tamuning, Guam 96913  
 646-7262;649-2211;649-9676;649-2210 (Fax)  
 Application for Renewal- License Year 2009

- Sole Proprietor – Complete Part I, II & III
- Sole Proprietor 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**

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

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

<b>**Name of Owner</b>		<b>**Social Security Number</b>		
<b>**Residential Address (DO NOT USE LOT NUMBERS OR POST OFFICE BOX- USE HOUSE NUMBER, STREET NAME &amp; VILLAGE)</b>				
<b>**Home Phone</b>	<b>**Cell Phone</b>	<b>Pager</b>	<b>** E-Mail Address</b>	

**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.**

- 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
- 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
- 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)

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

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).

<b>**Company</b>
<b>**Company</b>

\_\_\_\_\_  
Signature of Responsible Management Employee      Date

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

Application for Renewal – License Year 2008

<b>** Company Name</b>	<b>** Social Security or Employment Identification Number (EIN)</b>
<b>** Name of Owner or RME</b>	<b>** GRT Number:</b>

**YOU MUST OBTAIN CLEARANCES FROM EACH OF THE DEPARTMENTS AND SECTIONS 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**

**DEPT. OF LAND MANGMENT   DEPT. OF PUB WORK   DEPT. OF PUBLIC HEALTH   PEALS BOARD**  
**BUILDING PERMITS   (ONLY FOR H-2 BARRACKS)   (A Class Only)**

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

# 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:**

<b>Lot No:</b>	<b>Block Number:</b>
<b>Tract No:</b>	<b>Municipality:</b>

**2. BARRACKS:**

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

\_\_\_\_\_

<b>Lot No:</b>	<b>Block Number:</b>
<b>Tract No:</b>	<b>Municipality:</b>

**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:**

<b>Lot No:</b>	<b>Block Number:</b>
<b>Tract No:</b>	<b>Municipality:</b>

**4. STORAGE OF CONSTRUCTION MATERIALS:**

<b>Lot No:</b>	<b>Block Number:</b>
<b>Tract No:</b>	<b>Municipality:</b>

**I certify that the above information is true and correct.**

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

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

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

# SAMPLE

## RIA'S CONSTRUCTION COMPANY FINANCIAL STATEMENT

### ASSETS

#### Current Assets:

Cash in Bank	\$6,000.00	
Cash on Hand	\$1,800.00	
		\$7,800.00

#### Fixed Asset:

1990 Toyota Pick Up	\$700.00	
1990 Volkswagen Van	\$900.00	
1994 Nissan Pick Up	\$1,200.00	
1994 Ford Granada	\$4,500.00	
House & Lot (Sinajana)	\$75,000.00	
House & Lot (Tamuning)	\$90,000.00	
Appliances	\$7,000.00	<u>\$254,300.00</u>

**TOTAL ASSETS** **\$262,100.00**

### LIABILITIES & PROPRIETORSHIP

#### Current Liabilities

Accounts Payable	\$1,200.00	
Bank Payables	<u>\$1,218.00</u>	
		\$2,418.00

Proprietorship \$259,682.00 \$259,682.00

**Total Liabilities & Proprietorship** **\$262,100.00**

This is to certify that the above information is true and correct.

\_\_\_\_\_  
Signature of Owner or Managing Agent

\_\_\_\_\_  
Date