RULES & REGULATIONS FOR APPLICATION AND ISSUANCE OF BUILDING PERMITS

RULES AND REGULATIONS

FOR

APPLICATION AND ISSUANCE

OF

BUILDING PERMITS

APPENDIX 'I'

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1.0 AUTHORITY

Authority to promulgate Rules and Regulations by the Director of Public Works is found is Section 31014(b), Chapter I, Title XXXII, of the Government Code of Guam, as enacted by Public Law 1-88. (Pursuant to Section 24200 as amended, 31014 and 31015 of the Government Code of Guam.

2.0 EXEMPTION FOR BUILDING PERMIT

These Rules and Regulations exempt those persons and projects identified in Section 31002 of the Government Code of Guam.

3.0 PROHIBITIONS AND PENALTY

A) It shall be unlawful to construct, enlarge, alter, remove or demolish, or change the occupancy of a building from one use group or another requiring greater strength, exit or sanitary provisions, or to change to a prohibited use, or to install or alter any equipment for which provision is made or the installation of which is regulated by the Building Official in writting and obtaining the required permit thereof except that ordinary repairs as defines (violation of this Title shall be exempt from this Division section 31003(f), Government Code of Guam, which

B) Any person violating the provisions of the Building Law and all its appendages shall be deemed guilty of a misdemeanor, punishable by a fine of not less than five dollars ($5.00) nor more than one (1) year or both such fine and imprisonment.

C) Such person shall be deemed guilty of a separate offense for each day during which any violation of the provision of the Building Law and all its appendages.

4.0 CODES

All construction work within the Territory of Guam and under the provision of Title XXXII shall be governed by the following:

4.1 The latest edition of the Uniform Building Code as published by the International Conference of Building Official (JCBO) for general construction, except as modified herein

4.2 The latest edition of the Uniform Plumbing Code as sponsored by the International Associate of Plumbing and Mechanical officials (IAPMO) for all plumbing installations.

4.3 The latest edition of the Uniform Mechanical Code as sponsored by the IAPMO and ICBO for refrigeration and cooling systems.

4.4. The latest edition of National Electric Code as sponsored by the National Five Protection Association (NFPA) for electrical constructions.

4.5 The latest edition of the Life Safety Code as sponsored by the (NFPA) for installation of fire protection equipment and facilities.

4.6 The ASHRAE 90-75 as published by the American Society of Hearing, Refrigeration, and Air Conditioning Engineers for energy efficiency.

4.7 Other codes and standards may be used by the Building official in the normal exercise of his functions.

Further information on the above codes may be obtained at the office of the Building Official or any office of registered architects or engineering consultants.

5.0 GENERAL INFORMATION

Before applications are made for a building permit, the following information should be read carefully and thoroughly understood. All questions should be directed to the Building Official.

6.0 ZONING REQUIREMENT

The Territory of Guam is divided into nine (9) zones known as:

"A" - Rural Zone

"R1" - One-Family Dwelling Zone

"R2" - Multiple Dwelling Zone

"P" - Automobile Parking Zone

"C" - Commercial Zone

"M1" - Light Industrial Zone

"M2" - Heavy Industrial Zone

"H" - Resort Hotel Zone

See Table I & II for the Required Set Backs and height regulations to the above zones.

TABLE I

REQUIRED SET BACKS FOR ZONING REQUIREMENT

Uses	Zone	Front Yard Depth	Rear Yard Depth	Side Yard Depth	Lot Width	Lot Area	Lot Area Per Dwelling Unit
"A"	Rural	25 ft.	25 ft.	15 ft.	120 ft.	40,000 sq. ft.	10,000 sq. ft.
"R1"	Single-Family Dwelling	~~15~~ 30 * ft.	~~10~~ 24 * ft.	~~8~~ 3 * ft.	50 ft.	5,000 sq. ft.	5,000 sq. ft.
"R2"	Multi-Family Dwelling	~~15~~ 3 * ft.	~~10~~ 3 * ft.	~~8~~ 0 * ft.	50 ft.	5,000 sq. ft.	1,250 sq. ft.
"C"	Commercial		20 ft.	------	20 ft.	2,000 sq. ft.	400 sq. ft.
"M1"	Light Industrial	20 ft.	20 ft.	8 ft.	50 ft.	5,000 sq. ft.	1,250 sq. ft.
"M2"	Heavy Industrial	25 ft.	15 ft.	15 ft.	120 ft.	40,000 sq. ft.	1,250 sq. ft.
"H"	Resort Hotel	(SEE TABLE II)					

* These requirements are incorporated from the UBC. The Zoning Law must be amended to reflect these changes before these new requirements are in force.

USE	GROSS DENSITY	MINIMUM LOT SIZE	YARD SETBACKS (3)			LOT AREA PER DWELLING	MAXIMUM BUILDING HEIGHT
			FRONT	SIDE	REAR		
SINGLE	4 d.u./ acre	5,000 □F. w/sewer (464 □M.) 10,000 □F. w/o sewer (929 □M.)	(4) 15 ft. (4.57m.)	(4) 8 ft. (2.43 m.)	10 ft. (3.05 m.)	5,000 □F. w/sewer (464 □M.) 10,000 □F. w/o sewer (929 □M.)	2 Stories
ZERO LOT LINE	5 d.u./acre	4,000 □F. (371.6 □M.)	(4) 15 ft. (4.57m.)	(4) 16 ft. (4.88 m.)	10 ft. (3.05 m.)	4,000 □F. w/ sewer (371.6 □M.) 8,000 □F. w/o sewer (743.2 □M.)	3 Stories
ZERO LOT LINE SEMI-ATTACHED	6 d.u./ acre	3,000 □F. (278.7 □M.)	(4) 5 ft. (1.52m.)	(4) 16 ft. (4.88 m.)	10 ft. (3.05m.)	3,000 □F. w/ sewer (278.7 □M.) 6,000 □F. w/o sewer (557.4 □M.)	3 Stories
ROW OF FOUR TO EIGHT	10 d.u./acre	2,500 □F (232.3 □M.)	(4) 20 ft. (6.10m.)	(4) 16 ft. (4.88 m.)	16 ft. (4.88 m.)	2,000 □F. w/ sewer (185.8 □M.) 4,000 □F. w/o sewer (371.6 □M.)	2 Stories
MULTI-FAMILY	15 d.u./acre	10,890 □F. (1011.7 □M.)	10 ft. (3.05m.)	10 ft. (3.05m.)	13 ft (3.96m.)	1012 □F. w/sewer (94.0 □M.) 2,722 □F. w/o sewer (252.8 □M.)	3 Stories
MULTI-FAMILY	20 d.u./acre	30,000 □F. (2,787 □M.)	13 ft. (3.96m.)	10 ft. (3.05 m.)	20 ft. (6.10 m.)	2,217 □F (206 □M.)	(5) Lot length + width ÷ 10
MULTI-FAMILY	22 d.u./acre	50,000 □F. (4,645 □M.)	23 ft. (7.01 m.)	23 ft. (7.01 m.)	33 ft. (10.06m)	2,000 □F (185.8 □M.)	"
MULTI-FAMILY	26 d.u./acre	70,000 □F. (6,503 □M.)	33 ft. (10.06m.)	Total combined Side Yards equals (30%) lot width, or 33 ft (10.06 m)	49 ft (14.94 m.)	1,688 □F (156.8 □M.)	"
HOTEL (SMALL)	32 d.u./acre	90,000 □F. (8,361 □M.)	33 ft. (10.06m.)	Total combined Side Yards equals (40%) lot width, or 33 ft (10.06m.)	75 ft. (22.86m.)	1,361 □F (126.4 □M.)	"
HOTEL (LARGE)	38 d.u./acre	200,000 □F (18,581 □M.)	33 ft. (10.06m.)	Total combined Side Yards equals (50%) lot width, one side 53' (16m) min	75 ft. (22.86 m.)	1,141 □F (106.0 □M.)	"
RESORT (COMMERCIAL)	N/A	10,000 □F (929 □M.)	10 ft. (3.05m.)	10 ft. (3.05 m.)	10 ft. (3.05m.)	N/A	(5) 3 Stories

FOOTNOTES:

(1) *Landscape Areas includes all setbacks, no parking permitted.*

(2) *Two (2) parking spaces permitted on paved driveway within the sixteen foot (16') setback.*

(3) *Where yard abuts a shoreline, building setbacks are increased by thirty five feet (35') for one (1) storey and seventy five feet (75') for two (2) storeys etc.*

(4) *Zero lot line may be permitted with adjacent owners approval and provision of additional open space.*

(5) *Maximum Building Height (MBH) is calculated by dividing the sum of lot length plus (+) lot width by ten (÷ 10).*

7.0 MINIMUM DESIGN CRITERIA

The following design criteria are hereby adopted for design and construction of all structures covered by this Rules and Regulations.

7.1 WIND DESIGN

All buildings one through ten stories high, shall be designed to withstand 155 miles per hour in velocity (mph) or a pressure of 61.5 pounds per foot (psf). For buildings taller than ten (10) stories high, able No. 23-F of the latest edition of the UBC shall apply, assuming the construction condition for the use of the table. All other UBC coverage of wind design is applicable.

The design wind velocity and/or pressure may be reduced to 125 mph or 45 psf for windows and glass doors equipped with adequate shutters. The Building official will determine the adequacy of shutters and time attachements.

7.2 EARTHQUAKE DESIGN

Every building or structure and every position thereof shall be designed to resist ~~schemes~~ stresses produced by lateral forces of at least zone three of the Seismic Zones of the UBC.

7.3 WINDOWS NEXT TO CARPORTS

Windows next to carports may be the operate type windows except that wood, metal, or glass lowers shall not be used.

7.4 OUTDOOR KITCHENS

All portions of an outdoor kitchen to be in contact with fire shall be constructed of non-confushible materials. The plans of outdoor kitchen shall be approved by the Building Official and inexpected by his representative.

8.0 SCHEDULE OF BUILDING PERMIT FEES

Before a building permit is issued a permit fee shall be paid to the Building Official in accordance with the following schedule based upon the value of the proposed work.

8.1 VALUATION AND FEES

Total Valuation	Fee
$1.00 to $500.00	$5.00
$501 to $2,000	$5.00 for the first $500 plus $1.00 for each additional $100 or fraction thereof, to and including $2,000.
$2,001 to $25,000	$20 for the first $2,000 plus $4.00 for each additional $1,000 or fraction thereof, to and including $25,000.
$25,001 to $50,000	$112 for the first $25,000 plus $3.00 for each additional $1,000 or fraction thereof to and including $50,000.
$50,001 to $100,000	$187 for the first $50,000 plus $2.00 for each additional $1,000 or fraction thereof to and including $50,000.
$100,001 to $500,000	$287 for the first $100,000 plus $1.50 for each additional $1,000 or fraction thereof to and including $500,000.
$500,001 and Up	$887 for the first $500,000 plus $1.00 for each additional $1,000 or fraction thereof.

8.2 The permit fees for outdoor kitchens and other accessory buildings shall be computed according to 8.1.

8.3 Fee for sign boards shall be ten dollars ($10.00).

8.4 Fee for the moving of any building or structure shall be sixteen dollars ($16.00)

8.5 Fee for the demolition of any building or structure shall be four dollars ($4.00).

8.6 PLAN CHECK FEES

Before plans and specifications are accepted for checking, a plan-checking fee, in additional to the building permit fee shall be paid to the Building Official, which plan-checking fee shall only be applicable to a building or structure whose total valuation is one thousand dollars ($1,000) or over. The plan-checking fee for residential shall be one half (1/2) of the building permit fee. For any other building or structure, the plan-checking fee shall be sixty-five percent (65%) of the computed permit fee.

9.0 SCHEDULE OF GRADING PERMIT FEES

91. Fill Permit Fees

Volume of Material		
0 to 2,000 cubic yards	-	$1.00 per 100 cubic yards.
Over 2,000 cubic yards	-	$20.00 plus $2.00 for each additional 1,000 cubic yards or fraction thereof.

9.2 Excavation Permit Fees

Volume of Material		
0 to 2,000 cubic yards	-	$0.50 per 100 cubic yards
Over 2,000 cubic yards	-	$10.00 plus $1.00 for each additional 1,000 cubic yards or fraction thereof.

9.3 Fence Permit Fee

Concrete retaining wall	-	$2.00 sq. ft. of wall face
Hollow or decorative blocks	-	$1.50 sq. ft. of wall face
Wood or chain link	-	$0.50 sq. ft. of wall face

10.0 VALUATION

10.1 New Construction

The valuation for new construction will be based on the contract amount or total project cost with collateral equipment.

For self-built projects, additions, alterations or repairs, the valuation will be established by the Building Official.

11.0 PROCEDURES AND REQUIREMENTS FOR OBTAINING A CONSTRUCTION PERMIT

The following procedures and requirements shall be followed in obtaining a permit for construction permit for work within the Territory of Guam under the purview of the Department of Public Works.

11.1 BUILDING PERMIT APPLICATION PROCESS.

A permit application, completely filled out on forms furnished by the Department of Public Works, shall be submitted by the owner, his architect/engineer,or his licensed contractor or other designated representative. The permit application must be accompanied by at least three (3) complete sets of plans and specifications for the proposed work.

Before specific plans and specifications are reviewed for compliance with the Building Code and other requirements, the plans and specifications shall contain the following as a minimum.

(A) Plans and Specifications - Drawing Standards:

(1) Plan Sheet Size - all plan sheets must have a minimum size of 18" x 24" and a maximum of 30" x 42". A set of plans must have a uniform sheet size. Variations sheet size will not be accepted. Exceptions to these size requirements will be permitted only upon sufficient and written approval by the Building Official.

(2) Drawings shall be provided with a border leaving a one-half inch margin at the top bottom and right side and a one and one-half inch margin at the left for binding. Drawings shall also contain a title block in the lower right hand corner identifying the project and the names of the owner and the person or firm responsible for the preparation of the plans.

Specifications - (If not on plan sheets) must be on standard 8 -1/2 x 11 sheets, typed, bound, and indicating the exact description of the project.

(B) Civil Engineering Requirements:

(1) Plot Plan - plans must include a plot plan, drawn to scale, completely dimensioned and must contain the following:

a. Delineation of property boundaries lot number and zone designation.

b. Delineation of Public ROWs, easements access roads (if applicable).

c. Location of proposed project in relation to property boundaries, public rights-of-way, easements and access roads, and existing structures.

d. Indication of all existing structures on the lot including their location with respect to the lot boundaries.

NOTE: Location of all property lines must be verified by the Director of Land Management or a designated representative.

(2) Grading Plan - plans must include a grading plan, which may be a part of, or separate from the Plot Plan and must contain the following:

a. Location of all existing and proposed drainage channels.

b. Approximate slope of existing and proposed ground surface.

c. Location of existing and proposed utilities, roads, paved areas on the site.

d. Soil test data must be shown on the plans or in a bound soils report. Data must include a log of test holes showing all soil formations encountered and the depth of any ground water found.

e. Soil erosion control plan when required by Guam EPA regulations or the Building Official.

NOTE: Soil test requirements may ge waived for one or two family dwellings, or building extensions, if in the opinion of the Building Official such tests are not required for a safe design.

Soil test data must be submitted for projects involving individual sewage disposal systems.

(3) Sewage Disposal Requirements - connection to public sewer - if sewage disposal is to be accomplished by connection to public sewer, the project plans must show the following:

a. Location of sewer line to connect to
b. Elevation of upstream and downstream manholes
c. Lowest floor elevation
d. Connection details

(4) Individual Sewage Disposal System - If sewage disposal is to be accomplished by an individual sewage disposal system (usually septic tank and leaching field), the plan must indicate the following:

a. Soil test data
b. Disposal system construction details as approved by Guam EPA and PUAG, and implemented by the Building Official.

(5) Sewage Treatment Plant - If sewage disposal is to be accomplished by the utilization of a treatment plant, the plans shall contain the following:

a. Site plan
b. Component details
c. Flow diagram of the plant
d. Design criteria
e. Design data indicating organic loading air supply requirements and detention time
f. Sludge disposal scheme

g. Discharge scheme

h. Soil test data (if required)

All sewage disposal schemes must be designed and engineered by a Professional Engineer licensed to practice in the Territory of Guam, and the plans and specifications must be approved by the Executive Director of the GEPA or his designated representative.

(C) Architectural Requirements:

(1) Floor plan (must include room designation)

(2) Elevation (sections)

(3) Details

(D) Structural Requirements:

(1) Foundation plans

(2) Roof Framing Plan - If the roof is to be concrete, or the floors above the first story are to be concrete, the plans must be designed and engineered by a Professional Civil Engineer or Architect licensed to practice in the Territory of Guam. The owner may request the adequacy of the roof or floor framing system from the Building Official.

(3) Floor framing plan (if two-story or more)

(4) Details of 1. 2 and 3 above.

(5) Design calculations and analysis

(6) Soil investigation data (if required)

NOTE: If construction of the structure calls for specific materials, appropriate test data must be submitted.

(E) Mechanical Requirements:

(1) Mechanical Plan

a. Plumbing plan in isometric

b. For buildings with central air conditioning, an isometric air condition plan must be submitted along with mechanical floor plan, including refrigerant piping layout.

(2) Legend of symbols

(3) General notes specifying design criteria for all mechanical systems.

(4) Fixture schedule specifying materials to be used.

(5) Design calculations of all mechanical systems.

(6) Food service equipment (if applicable) must be approved by the Director, Department of Public Health and Social Services or his designated representative.

NOTE: Mechanical plans must be separate and must not be super-imposed on other plan categories.

(F) Electrical Requirements:

(1) Electrical plan - to include:

a. Lighting plan.

b. Power Plan.

c. Communication plan if commercial or industrial (including fire alarm system)

(2) Service one line diagram

(3) Panel Schedules.

(4) General notes specifying design criteria.

(5) Legend of symbols

(6) Design calculations - The electrical system for all commercial buildings, industrial plants, office buildings, public buildings, and apartment complex of over 4 units must be designed by a Professional Electrical Engineer licensed to practice in the Territory of Guam.

(G) Energy Requirements:

(1) Cross-section of wall and roof with insulations.

(2) Energy conservation analysis

11.2 REVIEW OF PLANS AND SPECIFICATION

(A) The building permit application accompanied by at least three (3) complete sets of plans and specifications must be submitted to the Building Permits Division, Department of Public Works by the owner or his Licensed Contractor.

(B) A Building Permit Inspector shall review the plans and specifications to assure that all minimum requirements listed under Section II are met. If the plans and specifications do not meet the specified requirements, they shall be returned to the owner for corrections.

(C) If plans and specifications meet the minimum requirements, they will be accepted by the Building Permit Inspector and submitted to the Division of Architectural/Engineering Services, Department of Public Works for plan-checking.

(D) The review and approval of the following government agencies must be obtained from the chief executive officer or his designated representative of the following departments before processing of applications by the Building Permits Division is completed.

(1) Department of Public Health and Social Services - food service and handling equipment and systems.

(2) Public Utility Agency of Guam (PUAG) - water and sewer service.

(3) Guam Environmental Protection Agency (GEPA) - sewage disposal systems and erosion control plans as required by EPA.

(4) Department of Land Management - approval of ownership of land, zoning and conditions under which the property (if applicable) received the approval of the TPC.

(5) Department of Public Safety (Fire Division) - for compliance, conformance with the Fire Code. This is strictly required for residential, commercial, industrial and other building structures.

NOTE: The review by the last four departments will be accomplished at the office of the Building Official for all single family and duplex dwellings.

(E) If, after review by Department of Public Works, the plans and specifications are found to be inadequate and do not conform to all construction codes, they shall be returned to the owner for corrections. A building permit will not be issued on the basis of marked-up prints except in the case of very minor changes which do not affect the safety of a building or any establised government standard. This will be determined by the Building Official.

(F) The owner or his designated representative shall resubmit the corrected or revised plans and specifications to the Building Permits Division, Department of Public Works for final review.

NOTE: When resubmitting corrected or revised plans and specifications to the Department of Public Works, the plans must be accompanied by the marked-up prints previously returned to the owner.

11.3 BUILDING PERMIT ISSUANCE AND REQUIREMENTS

(A) If plans and specifications are found to be adequate and conform to all construction code requirements, the Building Oqfficial shall stamp and sign three (3) complete sets of (prints) plans and specifications.

(1) 1 set will be retained by the Building Permits Division.
(2) 1 set for the owner's record.
(3) 1 set returned to the owner, his licensed contractor which must be available for inspection at the job site any time work is in progress.

The building Official shall then issue a Building Permit which must be posted at a conspicuous location at the project site at all times.

(B) Approved Plans, Changes Prohibited. Approved plans and specifications shall not be changed, modified, or altered in any manner affected by the provisions of this or other applicable laws, without the expressed written authorization of the Building Official and all work shall be done in accordance with the approved plans and specifications.

11.4 BUILDING PERMIT VALIDITY

Any building permit shall be void if the work authorized by said permit is not commenced within three (3) months after its issuance; or is suspended or abandoned for a period of three (3) months at any time the work has commenced; provided that for just cause stated in writing to the Director of Public Works, the Director may allow up to a maximum of three (3) months. All such extensions shall be in writing and noted on the building permit and in the building records of the Division of Building Permits.

11.5 OTHER RULES AND REGULATIONS

Depending on the complexity or magnitude of a project; Rules and Regulations of other departments and agencies of the Government of Guam may supersede certain aspect of the Building Law. The agencies and departments and their responsibilities are:

(A) Department of Public Works - Highway crossings and on site storm water disposal.

(B) The Guam Territorial Seashore Protection Commission - for seashore projects.

(C) The Guam Environmental Protection Agency - land erosion, water and air quality.

(D) The Guam Power Authority - exterior lighting and power distribution.

(E) The Guam Telephone Authority - telephone and communication equipment.

(F) Guam Housing & Urban Renewal Authority (GHURA) - projects within GHURA-sponsored developments.

(G) Guam Contractors Licensing Board - licensing of contractors.

12.0 INSPECTION OF WORK IN PROGRESS

The project shall be inspected on regular basis by the Building Inspectors from the Department of Public Works to assure compliance with approved plans and specifications and in accordance with all Department of Public Works building and safety regulations.

(A) Schedule of concrete pouring must be made 24 hors in advance and work must be performed in the presence of a Building Inspector.

(B) All major construction work such as footing, floor slab, roof slab, walls, frames, electrical rough-in and finishing, plumbing rough-in and finishing, septic tank and leaching field installation must be inspected by Building Inspector or a GEPA Inspector as applicable, prior to covering or concealment.

(C) After completion of the project, final inspection by appropriate Government of Guam official shall be conducted to assure that the work is in accordance with the approved plans and specifications and that Government of Guam requirements are met.

13. STOP WORK ORDER

In the event a project is commenced without a building permit or work performed is not in accordance with approved plans and specifications or any approved changes or revisions thereto, or unsafe construction practices are continued after sufficient warnings by the Building Official or his authorized representatives, a STOP WORK ORDER shall be issued and take effect until the conflict is resolved.

14. CERTIFICATE OF OCCUPANCY

After final inspection of the project indicates that the work performed was done in accordance with approved plans and specifications

and has met all Government of Guam requirements, the Building Official shall issue a CERTIFICATE OF OCCUPANCY.

15.0 PROCEDURES AND REGULATIONS FOR ELECTRICAL

Procedures and Regulations for electrical systems installation and wiring for Multiple-family dwelling units, commercial, industrial and public library.

(A) Effective August 1, 1973, all electrical wiring, maintenance and installation of electrical systems in multiple-family dwelling units, commercial, industrial and public building shall be performed by a Licensed Electrical Contractor, Licensed Electrical Engineer, or a Licensed Master Electrician.

(B) All electricians performing electrical work under this section shall be under the direct supervision of a Licensed Electrical Contractor, Electrical Engineer, or a Licensed Master Electrician.

(C) After the electrical work is completed, the Electrical Contractor or General Contractor with their Licensed Electrical Engineer or Master Electrician shall endorse the approved jobsite electrical plans with the statement "I hereby certify that the electrical work was performed by me or under my supervision."

(D) The endorsed plans must then be approved by the Director of Public Works or his authorized designate.

16.0 CHANGE OF CONTRACTOR/SELF-CONSTRUCTION

Whenever a contractor or self-construction is changed from the original permit, the new contractor shall inform Building Permit Section of the changes and a new copy showing the new contractor's name on the permit shall be issued at no additional charge.

Recommended by:

_____
Building Official

Duly adopted in accordance with the provisions of Section 31015 Government Code of Guam on _____.

Concurred by:

_____
Chief of Engineering

Certified by:

_____
Director of Public Works