



**2024 YORK COUNTY BUSINESS LICENSE
ANNUAL RENEWAL INSTRUCTIONS**

**File & Pay on or before
March 1, 2024**

A Penalty for late/non-filing will be assessed on March 1, 2024, along with applicable interest.

Use the convenience of filing and paying online by visiting our website at: www.yorkcounty.gov/revenue and selecting 'Forms' from the left navigation side of the site. You may submit documents through our document portal at <http://www.yorkcounty.gov/upload>.

WARNING: The Business License Certificate **CANNOT BE ISSUED** without the below forms.

- (1) A copy of the Acknowledgment of Compliance issued by the Virginia Workers' Compensation Commission. See enclosed instructions on how to file this form.
- (2) A current copy of your Virginia Contractors License issued by the Department of Professional and Occupational Regulation **must be included with your renewal form.**

Return the RENEWAL form, including the above required forms, along with your payment (Payable to: Treasurer-County of York) and proof of gross receipts, if available, by **MARCH 1, 2024**. (It is recommended that you make a copy of your annual renewal form to maintain for your records). Lacking proof of gross receipts is not a valid reason for filing late or not filing.

NOTE: In accordance with §58.1-3715 of the Code of Virginia, if you are an out of York Contractor and your 2023 gross receipts earned for work in York County did not exceed \$25,000.00 you are not required to file for a 2024 York County Business License.

ATTENTION: To ensure all gross receipts have been reported to York County, multi-year contracts must be reconciled at the end of the contract year, regardless if the gross receipts for that year fall below \$25,000.

If you have any questions or need assistance, please call (757) 890-3383 or email us at revofc@yorkcounty.gov.

ATTENTION: CLASS A CONTRACTORS
List of Sub-Contractors for 2023 is **REQUIRED**
(DO NOT INCLUDE VENDORS)

York County Code, Section 14-3(d) requires all licensed contractors performing work in York County to furnish this office with a list of your sub-contractors as defined by the *Code of Virginia, § 54.1-1100*.

The sub-contractor list should include the Name, Trade Name, Mailing Address, Telephone Number, Social Security or Federal ID numbers and the amount **PAID IN TAX YEAR 2023** of each subcontract with your firm.

A template to assist you in compiling the aforementioned information can be found on the **REVERSE SIDE** of this form.

IMPORTANT: This applies to the sub-contractor list ONLY. Do not include amounts paid from work performed on job sites in other localities.

NOTE: If no sub-contractors were used, write this information on the **REVERSE SIDE** of this form, sign, and send back with your business license renewal.

2023 SUB-CONTRACTOR LIST
(DO NOT INCLUDE VENDORS)

ACCOUNT # _____ **CLASS A CONTRACTOR NAME** _____

SOCIAL SECURITY/ FEDERAL ID#	NAME OF CONTRACTOR	COMPANY NAME (IF DIFFERENT)	MAILING ADDRESS	PHONE NUMBER (000) 000-0000	AMOUNT PAID FOR WORK IN YORK CO 1/1/2023-12/31/2023

To submit this form through the document portal, please save your completed form then upload it [here](#).