

COUNTY OF YORK

MEMORANDUM

DATE: March 19, 2025
TO: York County Board of Supervisors
FROM: Mark L. Bellamy, Jr., County Administrator
SUBJECT: Business License Renewal Policy Update

A handwritten signature in blue ink, appearing to be 'MJB', is written over the 'FROM' line of the memorandum.

To ensure consistency, the Building Safety Division will accept proof of application or an extension from the Commissioner of the Revenue as sufficient proof of business license renewal from March 1 to March 15. After March 15, a valid business license is required before issuing permits. This adjustment provides a reasonable grace period for businesses awaiting renewal approval.

Attachment:

- Memorandum dated March 17, 2025

COUNTY OF YORK

MEMORANDUM

DATE: March 17, 2025

TO: Mark L. Bellamy, Jr., County Administrator
Brian Fuller, Deputy County Administrator

FROM: Corian R. Carney, Acting Building Official, Building Safety

SUBJECT: New Building Safety Policy Regarding Business License Renewals

Contractors and other businesses in the County are asked to renew their business license at the end of each year. The Virginia Code Section 58.1-3703.1, says that each person subject to a license tax shall apply for a license no later than March 1st of the license year if they had been issued a license for the preceding year. Additionally, Section 108.4 of the Virginia Uniform Statewide Building Code states that building permit applicants shall furnish satisfactory proof that the taxes or license fees have been paid before being issued a permit.

The Building Safety Division issues permits utilizing the previous year license until March 1, similar to most if not all jurisdictions in the state. This period allows for time to work with the Commissioner of the Revenue for the renewal. A situation arose recently from a contractor who was not issued building permits, because they had not renewed their business license. However, they had applied and were awaiting approval and they felt there should be an additional grace period given.

As such, the York County Building Safety Division will consider proof of application or proof of granted extension from the Commissioner of the Revenue as 'satisfactory proof' from March 1 to March 15 of the current license year. This policy will effectively establish an additional grace period for applicants to still receive their building permits if they have applied. However, after March 15, applicants must provide a copy of the current year business license prior to issuance of permits.

CRC/3571