



**2022 YORK COUNTY BUSINESS LICENSE  
ANNUAL RENEWAL INSTRUCTIONS**

**File & pay on or before  
March 1, 2022**

**A Penalty for late/non-filing will be assessed on March 2, 2022, along with applicable interest.**

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Use the convenience of filing and paying online by visiting our website at: [www.yorkcounty.gov/revenue](http://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-York County) and proof of gross receipts, if available, by **MARCH 1, 2022**. (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 2021 gross receipts earned for work in York County did not exceed \$25,000.00 you are not required to file for a 2022 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](mailto:revofc@yorkcounty.gov).

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**ATTENTION: CLASS A CONTRACTORS**  
List of Sub-Contractors for 2021 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 2021*** of each subcontractor 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.

**2021 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 1/1/2021-12/31/2021

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