



**2026 YORK COUNTY BUSINESS LICENSE  
CONTRACTOR RENEWAL INSTRUCTIONS**

P.O. Box 189, Yorktown, Virginia 23690-0189  
Phone: (757) 890-3383 [www.yorkcounty.gov](http://www.yorkcounty.gov)

**RENEWAL and PAYMENT ARE DUE  
ON OR BEFORE: MARCH 2, 2026**  
File on the **Taxpayer Portal**  
<https://tax.yorkcounty.gov>  
Register and Log In

In accordance with §58.1-3715 of the Code of Virginia, if you are an **Out of York Contractor** and your 2025 gross receipts earned for work in York County did not exceed \$25,000.00 you are Not Required to file for a 2026 York County Business License.

**COMPLETE FILING:**

Visit our **Taxpayer Portal** at: <https://tax.yorkcounty.gov>. Register, Log In, File, Supply Additional Required Documents during the process and make payment.

**OR**

Submit filing by **Mail, Dropbox** or in **Office**, processing is based on date order received. The Business License Certificate **CANNOT BE ISSUED** without all Required Documents and Payment. It is recommended that you make a copy of your annual Renewal Form to maintain for your records.

**Additional Required Documents:**

1. A copy of the Certificate of Liability Insurance provided by the Business's Insurance carrier or completed and signed Form 61-A.
2. A current copy of your Virginia Contractors License issued by the Department of Professional and Occupational Regulation.
3. List of Sub-Contractors for 2025 is **REQUIRED FOR ALL CONTRACTORS**, to include the Name, Trade Name, Mailing Address, Telephone Number, Social Security or Federal ID numbers and the amount ***PAID IN TAX YEAR 2025*** of each subcontract performed in York County Only. Do not include Vendors. A List to assist with compiling the information can be found on the **REVERSE SIDE** of this form.

\* If **No Sub-Contractors were used**, state on the **REVERSE SIDE**, complete name, sign and return with business license renewal.\*

York County Code §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***.

**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.

**Payment is required to be provided with the filing. Make Payable to: Treasurer-County of York. A Penalty for late/non-filing will be assessed on March 3, 2026, along with applicable interest.**

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

