

**ADDENDUM NO. 5**

**Intergovernmental Agreement between the Cities of Cottage Grove and Coburg for Building Permit Program Services.**

**BETWEEN:** City of Cottage Grove (Cottage Grove)  
**AND:** City of Coburg (Coburg)  
**EFFECTIVE DATE:** July 1, 2026

**RECITALS**

- A. Cottage Grove and Coburg entered into an Intergovernmental Agreement for Building Permit Program Services on June 8, 2020, with an effective date of July 1, 2020 (Agreement.)
- B. The parties desire amendments to the Agreement to more accurately reflect Cottage Grove’s actual costs to provide Coburg with Building Permit Program Services (“Services”).

**AGREEMENT**

In consideration of the foregoing Recitals, which by this reference are incorporated herein, and of the mutual covenants, conditions, and obligations on the part of each party to be kept and performed, it is hereby agreed that the following sections of the Agreement are amended as follows:

- 1. Section 4, Consideration, is hereby amended to read as follows:

Coburg will pay to City:

- A. Seventy-five percent (75%) of all fees collected by Coburg in conjunction with its Building Permit Program for Services performed pursuant to Section 3 of the Agreement; and
- B. Amounts invoiced by City on a time and materials basis for Services provided for which Coburg collects no fees, as outlined on the fee schedule attached as Exhibit B. City will classify invoiced fees by the service provider, for work performed but not associated with a particular permit or plan review application for which fees were collected. The City will provide back-up documentation of invoices services with thirty (30) days after receipt of Coburg’s written request.

2. Section 6, Cottage Grove Obligations, Subsection C, is hereby amended to read as follows:

C. Cottage Grove will keep a record of all hours worked by Cottage Grove employees and third-party contractors or agencies to provide Building Permit Program Services to Coburg and shall bill Coburg monthly for certain provided Services pursuant to Section 4.B of this Agreement.

By execution of this Addendum each party hereby acknowledges that it has read this Addendum No. 5, understands this amendment, and reaffirms all unamended provisions of the IGA.

CITY OF COTTAGE GROVE,  
An Oregon municipal corporation.

CITY OF COBURG  
An Oregon municipal corporation.

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_