



## Requirements for Replacement of Forced Air Furnace in Existing Multi-Family Dwellings

The existing forced air furnace serving multiple dwelling units may be repaired and maintained in good working condition.

**Replacement** of a single forced air furnace that has a supply and return air duct system that communicates with more than one dwelling unit is prohibited by the Minnesota State Mechanical Code, Section 403.2.1, Recirculation of air.

*Ventilation air shall not be recirculated from one dwelling to another or to dissimilar occupancies.*

If the building owner signs a Memorandum of Understanding (MOU) to allow the replacement and continued use of a new single forced air furnace in a multi-family dwelling as an emergency replacement between October 15<sup>th</sup> and April 15<sup>th</sup>, Construction Services & Inspections will allow this use to continue until June 1<sup>st</sup>, at which time this agreement will expire unless the new forced air furnace is disconnected from the other dwelling units.

The owner or the property manager must contact HVAC inspectors, Mike Giese or Joe Smith to schedule an inspection to verify that the furnace serves only one dwelling unit and separate heat source(s) are provided to all other dwelling units. Mike Giese can be reached at 218-522-0899. Joe Smith can be reached at 218-216-4874.

**Failure to have the new furnace disconnected will result in enforcement action by the Construction Services and Inspections Division. Failure to comply with this office may also result in the revocation of your rental license by the Duluth Life Safety Division.**

### Memorandum of Understanding – emergency replacement of forced air furnace

Contractor Performing Work: \_\_\_\_\_ Permit Number: **BHVAC** \_\_\_\_\_

I, the Owner or Property Manager, (PRINT FULL NAME) \_\_\_\_\_ agree to disconnect the newly installed forced air furnace from all other dwelling units, at the building I own or manage, located at \_\_\_\_\_ by June 1, 20 \_\_\_\_\_. I acknowledge that failure to disconnect the furnace from other dwelling units as required by Construction Services & Inspections will result in the revocation of my rental license.

Printed Owner's or Property Manager's Name: \_\_\_\_\_

Owner's or Property Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_