<Current Date>  

Sample Authorization Letter

Sample Construction  
Sample Lane  
Sample, CA  00000-0000  
Co-Rte-PM  
00-000104

To Whom It May Concern:

The shoring plans for the temporary retainment of soil and embankment material at Abutment 1 of General Avenue Overcrossing, Bridge No. 2B-X4X, dated August 14, 2017, have been reviewed and are authorized to the extent provided in Section 5-1.23, Submittals, of the Standard Specifications. [Add the following when using the contractor’s/consultant’s soil parameters: This approval is based upon the soil parameters submitted by your consultant.] [Add when needed for trench shields: Note that your submittal uses a trench shield design based on manufacturer data. It is therefore understood that your licensed engineer has verified that the shields are used within the limitations set by the manufacturer and are without modifications.]

Your attention is directed to your responsibilities pursuant to Section 5-1.23, Submittals, and Section 7-1.04, Public Safety, of the Standard Specifications as well as the Construction Safety Orders.

You are reminded that the shoring must be constructed to conform to the shoring drawings, that the materials used must be of the quality necessary to sustain the stresses required by the shoring design, and that the workmanship shall be of such quality that the shoring will support the loads imposed on it without excessive movement.

Sincerely,

Y.Y. Resneer  
Resident Engineer

By  
W.W. Strurep  
Structure Representative

“Provide a safe and reliable transportation network that serves all people and respects the environment”