



Permitting Guidelines for Temporary Shoring Submittal Packet

- 1- Complete a Permit Application ([link](#))
 - a. Notarized property owner signature
- 2- Permit description: Temporary Shoring (specify length of time)
- 3- Permit Category for commercial properties: "01", "Repair"
- 4- Contractor information and notarized signature on permit application
- 5- Engineering Submittal Documents
 - a. Provide an Engineering Report describing the condition of the building.
 - b. Provide overall plan of the building identifying all deficiencies. Use symbols, notes and/or schedule to identify the location and type of damages.
 - c. Locate on the plans the location of temporary shoring to be installed, provide dimensions.
 - d. Mark on the plan any area that shall have its access restricted, and it shall remain unoccupied.
 - e. Indicate on the plans the height of the post shores once installed.
 - f. Indicate on the plans when will it be safe to remove the shoring.
 - g. Indicate on the plans required load for the shoring beams and posts.
 - h. Provide Structural Notes on the plan indicating design load being considered, material strength, span length, reinforcement of the existing members, assumptions made when information is not available, etc.
 - i. Provide calculations for the ground floor slab supporting the post shores, punching shear and soil bearing capacity.
 - j. Provide calculations to check the for soil bearing capacity for post shores directly bearing on soil.
 - k. Existing elevated members like slabs, beams, etc. supporting post shores will require calculations to check if they can carry their own load plus the additional load imposed by the posts. Alternatively, the shoring can be taken all the way down to the ground.
 - l. Provide specification of the shoring to be installed that meet the required loading criteria. More than one shoring system and manufacturer can be included to give the contractor options.
 - m. Indicate in the report or in a separate letter that the building is safe for occupancy and use after shoring is installed and while the repair work is being done.
 - n. If pictures will be provided, they shall be coded with a unique number and marked on the plan the location and direction of the shot.
 - o. All documents shall be signed and sealed by a Florida Professional Engineer.
 - p. Special Inspection for shoring installation in threshold buildings will be required. Provide the Special Inspector form ([link](#)) and the Threshold Inspection affidavit form ([link](#)) from Miami-Dade.



- 6- Upload submittal ([link](#))
 - a. Permit application
 - b. Contact Sheet ([link](#))
 - c. Engineering submittal documents
 - d. Any other document necessary for review
- 7- Review, Approval and Permit Issuance
- 8- Inspections Process after permit issuance
 - a. Once all shoring is in place
 - b. Request a "Final" "001" inspection type at this [link](#)
 - c. Have a letter from engineer covering shoring installation
- 9- Repair Permit Required (Under separate permit application for the repair of the building)
 - a. Provide complete repair plans of the structure and submit for approval in a similar fashion to these guidelines.

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