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PROCESS & QUALIFICATIONS FOR COUNTY CERTIFICATION OF ACOUSTICAL CONSULTANTS (Unincorporated Orange County)

The following document identifies the minimum qualifications and process for applicants desiring County certification as a Certified Acoustical Consultant. Applications for the 2021-2026 Certified Acoustical Consultant list will be accepted from September 1, 2021 through September 30, 2021. Application window will close on **September 30, 2021 at 11:59 PM**. All applications requesting certification are to be submitted through myOCeServices.ocgov.com.*

(Referenced manual: Land Use/Noise Compatibility Manual, Section V-C, Exhibit V-9)

A. Qualifications

1. Acoustical consultants, desiring County certification to supervise the preparation of evidence of compliance with Conditions of approval pursuant to Board of Supervisors Resolution 84-1376, must submit their request for certification to the Manager, Building & Safety Division along with a resume including references and/or exhibits of their previous experience in the field of Acoustics for County's review.

2. Minimum Professional Qualifications for acoustical consultants

Either I: A degree in engineering, physics or a closely related field, and four (4) years acoustical engineering experience;

OR II: An equivalent combination of education and relevant experience as determined by the Director, OC Public Works (OCPW) and or designee (i.e. Deputy Director, OC Development Services)

AND

Either A: Is a Registered Engineer in the State of California;

OR B: Has passed the Institute of Noise Control Engineering (INCE) professional examination.

B. Certification Process

All applications requesting certification are to be submitted through myOCeServices.ocgov.com.*

Acoustical consultants desiring County Certification shall adhere to and be certified by the following process:

1. The acoustical consultant shall submit evidence to the Manager, Building & Safety Division of OCPW/OC Development Services, which demonstrates compliance with the above stated minimum qualifications. This includes submission of the following items:
 - (a) Evidence of being a Registered Engineer in the State of California of having passed the INCE professional exam.
 - (b) Evidence of educational background and pertinent acoustical engineering qualification.

- (c) A sample Acoustical Analysis Report which illustrates working knowledge of County requirements, including compliance with the Land Use/Noise Compatibility Manual Standards.
 - (d) Written intent to provide acoustical consultation for the unincorporated County territory.
2. The acoustical consultant must include payment of a non-refundable fee of current amount for the processing of the application.
 3. Upon review and determination by the Manager, Building & Safety Division, that the minimum qualifications have been satisfied, the applicant will be recommended for certification to the Orange County Planning Commission. However, if such review indicates non-satisfaction of the minimum qualifications, the Manager, Permitting Division shall notify the applicant in writing of their determination and indicate the right to, and process of, appeal.
 4. The acoustical consultant will be scheduled for an appearance before the Orange County Planning Commission in which public testimony shall be heard and the Commission shall determine certification or non-certification of the consultant.
 5. Upon certification by the Planning Commission, the name of the acoustical consultant shall be placed on the County's "Certified Acoustical Consultants" list.

C. Expiration

Certification shall be valid for a period of five (5) years. A 'certification' year is defined to start on March 1 and end on the last day of February. The period of validity extends automatically to include the month of February following the nominal expiration date. Henceforth, OCPW/OC Development Services will schedule rectification hearings at the Planning Commission in January only. It is the Acoustical Consultant's responsibility to notify OCPW/OC Development Services of intent to be re-certified prior to the end of its nominal expiration year, accompanied by a payment of the current recertification fee.

D. Appeals

Any appeal regarding the Director and or designee's determination as to satisfaction of minimum qualifications shall be submitted to the Planning Commission for decision. The Commission's decision on such appeal, or on its certification of acoustical consultants, may in turn be appealed to the Board of Supervisors whose decision shall be final.

***Instructions on how to apply on MyOCeServices (New Certification Request)**

You must use Google CHROME as your browser

- Create an account at myOCeServices.ocgov.com
- Select Dashboard
- Click on Permit Applications on the left-hand side
- Select New
 - Step One select "Private Property Permits"
 - Step Two select "Miscellaneous"
 - Step Three select "Acoustical Consultant Certification"
- Follow the remaining steps until the application is submitted.
- If you have any questions, please call (714) 667-8888 and/or email us at ocpcustomer@ocpw.ocgov.com.